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Retention and Disposal of Correspondence Files [1]

By SIDNEY R. HALL

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THE question concerning the retention and disposal of correspondence files has elicited an increasing amount of discussion during the past few years. The problems involved are different from, and more complex than, those relating to other classes of records. Proposed solutions range all the way from indefinite retention of all correspondence to outright destruction of everything at the end of the business year. A private company executive, in speaking upon the subject recently, declared that with few exceptions all correspondence should be destroyed after the matter at hand is settled. Others take the view that correspondence files are too valuable as repositories of historical materials to permit their destruction under any conditions.

Somewhere between these extreme viewpoints lies a reasonable solution to the problem. It is fairly obvious that these files cannot be permitted to accumulate indefinitely without some application of volume controls. It is equally certain that Federal and State agencies cannot and should not permit demands for economy of space and equipment to result in wholesale destruction of all correspondence files.

In approaching the subject of this article, it is necessary to concede at the outset that all correspondence files in a given agency are not of equal value for retention purposes. Their value is in large measure dependent upon the relative importance of the organizational units which create them. Or, to state it another way, their value is dependent upon the place which the organizational units occupy in the hierarchy of the agency. For example, no records analyst or appraiser in his right mind would propose to destroy outright the correspondence files of the Board of Directors or of the General Manager of the Tennessee Valley Authority (TVA). Nor would he suggest that the files of TVA's divisional head offices be destroyed in the foreseeable future. These files represent the docu-

[1] Since this paper was written, the author has been appointed records officer of the Atomic Energy Commission at Oak Ridge, Tennessee.

mented actions of top management who operate at the level where over-all policies are formulated, programs are defined, procedures are devised, and significant administrative actions are taken.

In TVA the permanent values of correspondence files extend in many instances below the divisional level to the branches of the division. This is especially true in those divisions made up of branches having little if any similarity of functions. Therefore the general correspondence files of the Board, the General Manager, the divisions, quite often of the branches, and occasionally of the sections, of TVA contain a considerable portion of permanently valuable material. It is impossible, then, to establish temporary retention periods for the entire files.

Further down in the TVA organizational structure are many general files which can be destroyed in their entirety within a few years after their creation. Among these are those of warehouses, time and payroll offices, most shops, and some field accounting offices. In these organizations all of the important procedures are developed and handed down from above where the record copies are retained. No significant administrative actions are taken by them. Therefore all of their general file material is either duplicated in higher level files or is of a simple housekeeping character without long term values. The chances of a few pieces of valuable material being in these files are so remote that any tedious processing effort to identify them is not worthwhile.

The files of top and middle management in TVA have, until fairly recently, been the big problem in the retention and disposal program. Since 1940 TVA has not had a central file, even in name. Each division or major unit of organization maintains its own files of correspondence and other general material. And, as pointed out previously, these files contain the program, policy, procedure, and significant administration-action material which has indefinite administrative, legal, research, and other values.

Nothwithstanding the importance of these high level files, it was well known by TVA files operators, administrators, and records analysts that they contained large portions of material possessing only temporary values. Segregation of this temporary material would have been difficult and expensive, however, because it was interfiled with valuable records. Yet it was not sound practice to ignore the problem and let the material accumulate indefinitely and occupy expensive space and equipment. Over the years several attempts have been made to find a solution to the problem.

In 1943 TVA tried an experiment designed continuously to seg-

regate temporary materials in the files and provide for their orderly disposal after two or three years retention. A program called "Preclassification of correspondence by retention periods" was established for two or three general files. The scheme provided that the writer or recipient of a letter, memorandum, or report would evaluate it as "permanent" or "temporary," and mark it accordingly with "P" or "T." Then the file operator would file the temporary and permanent material in separate folders. After the lapse of a two-year retention period the temporary material would be destroyed.

On paper this scheme appeared to be an excellent one, and in its application large segments of new material were coded and filed for temporary retention. For a while it appeared that we had something really good and it was planned to install the system progressively in all TVA files. Even in Washington circles the scheme was spoken of as a "pioneering project" and a "noble experiment," or by some equivalent term. But like another "noble experiment" of a few years ago, it did not work out too well, although the underlying principle was sound enough.

In the first place, no definitive standards of evaluation were developed for the guidance of the administrators who wrote and received communications. It was left up to their judgment how to evaluate individual papers. The result was a lack of consistency which was found later when the file material was reviewed. Many letters and memoranda possessing continuing values had been coded for disposal. Of course, the reverse was also true. Often this lack of uniformity showed up in the same unit of organization. For example, letter writer "A" ordinarily coded for disposal his letters dealing with certain subjects and kinds of transactions, while letter writer "B" ordinarily coded for permanent retention his letters dealing with the same matters. To make matters worse, most administrators left it up to their secretaries to evaluate the material. They showed even poorer judgment in coding the material for temporary and permanent retention.

Finally, TVA could not destroy the temporary records even after they were segregated. Being a Federal agency, it could not destroy "record" material until disposal had been approved by the National Archives and a Congressional Committee. Archives and Congressional approvals were then, and still are, based upon descriptions of the records and samples which accompany the descriptions. In the case of the correspondence files we could not describe the records by subject matter, by kinds of transactions, or by any other

language which meant anything, because we didn't know what was in the temporary files. The National Archives did approve the disposal of about two years' accumulation of these files on the basis of the samples submitted; but it refused, and rightly so, to grant any authorization for the continuous disposal of the records. Therefore, about all the "pioneering project" accomplished immediately was the segregation of a considerable portion of the files for transfer to the records storage centers. In a few instances we destroyed some nonrecord materials from these segregated files, but that could have been done without the process of preclassification.

In 1943, all divisions were urged to establish "cut-off" dates in their files. The main idea was that every five or ten years the general file would be cut off or discontinued and a new file established. The "cut-off" file would remain separate in the file room for a year or two until reference to it diminished sufficiently to permit its transfer to record storage where space and equipment were relatively inexpensive. Few divisions adopted this practice and even in those instances the current files problem merely became a storage files problem.

Another expedient tried was that of microfilming. Two or three of these "cut-off" or discontinued files, as well as two TVA central files which were discontinued in 1940, were microfilmed. The paper records were destroyed and the film retained in lieu thereof. While substantial savings were effected in floor space and equipment, it was by no means a satisfactory solution. In the first place, the film is cluttered up with a lot of transmittal memoranda and other worthless material which makes searching difficult. In the second place, microfilm of correspondence, except for ribbon and first carbon copies, is unsatisfactory for reference purposes. It is extremely difficult to read film records of third or fourth carbon copies.

During the succeeding years, the general correspondence files continued to accumulate and the few divisions using the preclassification system continued to send the so-called temporary material to storage. The attention of the records analysts was directed to other types of records which lent themselves more readily to the orthodox scheduling and disposal process. The correspondence files, however, were not forgotten insofar as their disposal potentialities were concerned. Two or three different approaches were made to the problem of controlling their volume.

First was the antiquated and tedious method of periodically weeding the files of nonrecord and other short-lived materials. This was usually based on emergency requirements for space and equip-

ment. Second was the idea of establishing retention periods for the various subjective classifications of correspondence files materials. It was found that this was impractical because the materials within each classification possessed varying retention values. This was not surprising because, after all, classification systems are devised for filing and finding purposes — not for the retention values of the records.

In the years 1947 and 1948, we developed the present system of controlling the volume of correspondence files by a continuous segregation of permanent and temporary records. It is a modification of the unsuccessful "preclassification" system described above and is known in our records program as "Retention Filing of Correspondence." We believe that it is now passing beyond the experimental phase and is about ready for full admission into the TVA records program. A brief review of its origin and development seems appropriate at this time.

Strangely enough, the inception of retention filing was not planned in the strict sense of the term — it came about largely by accident. In 1947, one of the divisional files required a complete rehabilitation job including the development of a new classification system and the removal of useless records from the file. An employee of the division and a records analyst of the Office Service Branch were assigned to the project.

Quite early in the process the reviewers were confronted with the problem of obtaining internal approvals for the removal and subsequent destruction of useless papers. Obviously it was highly impractical to have sections heads, branch chiefs, and the divisional director review and approve each piece of correspondence or other general material. So the reviewers began preparing descriptions of these papers by specific kinds of administrative transactions reflected by the correspondence and specific form numbers and titles of the various completed forms interfiled with correspondence. By the time the whole file was reviewed, the list of temporary records had grown to about 60 items which accounted for approximately one half the total file material. This list, supported by typical samples of the records and brief evaluating statements of each describable item, was submitted to the divisional officials for approval. After a few adjustments were made, the entire list was approved by the division, by the TVA archivist, and later by the National Archives and the Congressional Committee. The approved authorization provided for a two-year retention period not only for the described items in the file at the time of the

review, but also for similar records which might accumulate thereafter. The system is still working in the file and the original list has been expanded somewhat as additional kinds of records have been received.

Soon afterward, the system was installed in another divisional file — one which had been using the preclassification system described in the earlier part of this article. Here the file was in good condition internally and was rendering excellent service. The analyst who installed the retention filing system made some improvements in his method of describing temporary records. He set up rather broad subject classifications roughly paralleling the regular files classification system. Under each of these broad designations he listed specific kinds of transactions and forms of records which fell within the temporary category. The final list developed and approved consisted of 23 major descriptive items. Here again, the temporary records comprised about one-half of the total file material.

When the National Archives approved the descriptions of temporary records in this second installation of the system we felt that we had probably, at long last, solved the problem of controlling the volume of correspondence files. We proceeded therefore to install retention filing in some other divisional files. Some difficulties were encountered, not with the application or effectiveness of the system, but with the reluctance of file clerks and some administrators to adopt this or anything else different from the traditional methods of operating files. Nevertheless, our specialist in retention filing has had about all the installation jobs that he has been able to handle. As of May 1951, the system has been installed in seven of the major divisional files out of a total of about 30 in TVA. Four of these serve major program organizations and three serve management service divisions. In addition, the system has been approved informally for three other major divisional files and will probably be installed before January 1952. Besides the major files, five minor files have adopted it and put it into effective operation.

Some of our doubts about the effectiveness and practicability of the retention filing system were removed in the fall of 1950. At that time we audited all of the files which had been using the system for six months or longer. A careful test check was made of ten percent of the material in the file. The results of this check show an overall average error percentage of eight-tenths of one percent in retention coding and filing in the eight files checked. This percentage of error is much lower than the average error in other routine filing

operations as described in the *TVA Files Audit Handbook.* Needless to say, the test-checking of retention coding and filing is being incorporated in the revised edition of the *Files Audit Handbook.*

Shortly after the audits were made by the records analyst who specializes in retention filing, the writer interviewed several of the files operators and files administrators concerned in order to obtain their evaluation of the system as it operated in their respective organizations. All of them expressed satisfaction. As a result of these audits and surveys, it was decided to speed up retention filing installations as rapidly as possible. Unless some unforseen complications develop, acceptance of the system will be urged upon every TVA division.

The retention filing system is really quite simple in its development and operation. Probably rough equivalents of it have been used in private industry and perhaps in some public agencies, but so far as we know, TVA is the first large organization, either private or public, to develop and use the system described briefly below.

It is assumed, of course, that any official correspondence file includes a comparatively large amount of temporary material. So far, we have not found this assumption in error. The problem in each file, therefore, is to identify this temporary material and provide for its continuous segregation and subsequent destruction.

A records analyst, with the assistance of the files operator, reviews current material received by the file and noncurrent material already in the file for the purpose of identifying and describing these temporary records. His ultimate objective in this review is to develop a manual or guide containing description of the material which can be followed by the files operator. In most cases, the outline of this manual or guide is developed from the subjective classification manual. This outline consists of broad types or classes of subject matter. Some examples are: building operation and maintenance, printing and reproduction, meetings and conferences, materials and supplies, and budget and accounting. These broad types are subdivided into appropriate detailed descriptions of subject items and specific kinds of transactions. These detailed descriptions are in terms well understood by the files operator; in addition, any exceptions are spelled out and made a part of the description. For example, one description of the temporary material under "meetings and conferences" mentioned above is as follows:

Announcements of meetings and conferences, agenda and programs, lists of persons who are to attend, time and place for meetings, and courtesy letters

exchanged before and after the meetings. *Not included* are minutes of meetings, or professional opinions recorded on any items discussed.

Most of the broad subject designations recur in nearly all files but the descriptions of disposable material related thereto may be different depending upon the interest of the organization in the functions described. For example, the kinds of disposable papers under "Budget and Accounting" should be quite different in the organizations primarily concerned with the functions than in other organizations having only secondary interests therein.

Some descriptions are substantially the same in all files, especially those describing reproduced or other multiple copy material. One example could be: Progress or activity reports, both monthly and annual, of other TVA divisions.

In reviewing the file material for preparing a disposal guide, several forms of papers and types of transactions are found which cut across subjective classifications of records. Some examples are transmittal letters and memoranda, requests for information or publications, nonrecord copies of reproduced or printed material, and information copies of letters and memoranda originating in other organizations. All of these are temporary materials and they are itemized in the disposal guide under the broad subject designations to which they relate.

In developing the guide or manual of temporary materials, care is exercised to exclude all papers reflecting the statement or development of policies, procedures, programs, and organization, and which document significant administrative actions. Sometimes specific exceptions are made in the detailed descriptions of disposable materials; in all cases, a general statement of exclusion is made a part of the disposal authorization. The disposal guide is made up of subject items which do not possess continuing administrative, legal, research, historic, or other values, and every precaution is taken to assure that this standard is followed. In a few instances, approved and operating disposal guides have been corrected by removing some items from them in order to take care of reasonable doubts.

The completed guide or manual of temporary material in a given file usually consists of only two or three pages. It is then attached to and made a part of the regular TVA retention and disposal authorization form for obtaining formal approvals. The form establishes a retention period of two years for the correspondence file items described, although a longer or shorter period may be used if circumstances warrant it. After the divisional officials, the

TVA records officer, and the TVA archivist approve it, a listing is made of the "records" items which is sent to the National Archives along with representative samples. (Nonrecord items are not submitted to the Archives inasmuch as they may be disposed of without congressional approval.) When congressional approval is received, the material may then be destroyed after it is two years old.

The files operator retains a copy of the guide or manual of temporary materials and begins using it for filing purposes even before all approvals are obtained. It should be emphasized at this point that the retention manual does not in any way take the place of the operators files classification manual. Both are used concurrently. The classification manual is the guide for channeling all incoming file material into the proper subject category so that it can be found again when required for reference. The retention manual, on the other hand, is the guide for channeling incoming file material into either the permanent or temporary category so that the temporary records can be filed separately and found again either for reference or for destruction.

To avoid possible confusion, the retention coding symbol is placed at the upper left corner of the paper, whereas the subjective coding symbol is placed at the upper right corner. The retention symbol "T" is for temporary and "P" for permanent. All temporary papers are coded and filed subjectively just as are the permanent papers because both are subject to call, the former for a period of two years and the latter indefinitely.

The most important feature of the retention filing system is the maintenance of separate files of temporary and permanent materials. This is essential to the success of the plan. If both types of materials are interfiled, then little if anything is gained, because the periodic piece by piece review is later necessary in order to dispose of the temporary materials. Therefore a separate series of file cabinets is designated for the housing of the temporary records. Folders are set up bearing the appropriate subjective classification codes and titles. All temporary material is filed here just as the permanent material is filed in the permanent file. Ultimate disposal is facilitated somewhat if separate folders are set up for each calendar or fiscal year with the folder label showing the year. There would never be more than three sets of folders under the two year retention period. It is doubtful, however, if this is economical inasmuch as it is fairly simple to "cut off" and remove segments of each folder's content when disposal time comes around.

In a few TVA files, the operators do not use separate cabinets for the temporary material. Instead, they set up separate folders and file them immediately behind the folders for the corresponding classifications of permanent materials. In these instances, the temporary folders are of a different position and have a different colored label to distinguish them from the folders of permanent materials. Possibly the interfiling of permanent and temporary folders saves a little time in searching when it is necessary to examine both categories of records. We prefer, however, that separate file cabinets be used in order to minimize the possibility of filing in the wrong group. Moreover, it is easy to measure the total volume of temporary material when all of it is in separate cabinets and thereby keep constantly aware of the effectiveness of the system.

Under the two year retention period, all of the temporary material is disposable after it is two years old. A literal application of this period would require some disposals every day. That, of course, would be highly impractical. Therefore, we establish a disposal or "cut off" date for each file which is usually at the end of the fiscal year, or shortly after July 1. Then the files operator removes the material which is more than two years old from each temporary folder; or if the folders are dated, he removes all the folders more than two years old. The removed material is then picked up for burning or for sale as waste paper. At the end of the next fiscal year the process is repeated. Thus the file always has at least two years accumulation of temporary records, but never more than three years.

When a manual or guide of temporary materials is approved for a file, it applies not only to material currently received and to be received in the future, but also to all material which has accumulated in the past. Therefore the files operator applies the list retroactively and, as time permits, removes the disposable papers from the old file. All of these papers more than two years old may be destroyed immediately. Likewise the list is applicable to portions of the file which have been cut off and transferred to storage.

Of course, the disposal list does not remain static. As new kinds of material and additional subject matter are received by the file they are evaluated for retention purposes. Temporary items are added to the list after they receive the necessary approvals.

As mentioned previously, the temporary material in the average correspondence file amounts to forty or fifty percent of the entire material received by the file. We think that any volume control

which continuously and almost automatically weeds a file of about one half of its material is well worthwhile. This is especially true of the retention filing system because it is practically painless in its operation. As our analyst stated in a recent report it can be accomplished "without blood, sweat, or tears."

The saving in equipment and space through periodic disposals is not the only advantage of retention filing. It also segregates correspondence and other general materials possessing continuing values. This is extremely important for the researcher whether he be an administrator or an analyst. Anyone who has had occasion to search general files for information on policies, programs, procedures, or other important matters can testify to the vexations caused by having to handle reams of transmittals and other records possessing only transitory values. These irritations are avoided in files where the trivia are segregated. Moreover, one has respect for a file which consists of only useful and valuable material, and is more inclined to give it the care and protection which it deserves.

In spite of the obvious advantages of the retention filing system, it has not been accepted by all of our organizations. Perhaps part of this resistance is because of a lack of understanding of the system, and it is certainly true that up to this point we have not fully described it in our published standards. We expect to remedy that defect in the immediate future, however. So far, we have relied largely on personal interviews and even those have been confined to the organizations which, in our opinion, had the greatest need for retention filing. In the course of these interviews, several objections have been advanced against the adoption of the system, and since they might well be raised by anyone they are stated and answered in the following paragraphs.

It is said by some that the operation of retention filing would require too much time and that the files staff could not undertake it without additional personnel. This objection is a natural one and appears at first glance to be valid. Probably the reader of these pages has already reached a similar conclusion. Actually, however, the facts do not support the conclusion. According to the observations of our analyst and the testimony of the files operators involved, retention filing requires very little extra time in its operation. Some operators claim that it makes no difference at all once you get accustomed to it. Others say that the extra work required is negligible and that this is more than off set by the advantages realized from the system. Unquestionably, these observations are correct. We who are engaged in the promotion of the records pro-

gram have been surprised at the ease with which files operators assume this extra duty and make of it a routine operation.

It is said by others that the addition of retention filing would be confusing to the operators — that the use of a retention manual in addition to the subjective classification manual would simply be too much to expect of a mere file clerk. Here again, the experience of files operators who use the system provides a convincing answer to the contrary. They do not have to refer to their retention manuals every time a files paper is handled any more than they refer to their classification manuals. They soon get accustomed to the subject matter and classify both for filing and for retention largely from memory.

Many administrators object to the files operator's determining the retention values of letters and memoranda. They contend that only the writers or recipients are qualified to exercise this judgment. Well, the operator does not actually evaluate the material. He merely matches it against a descriptive list which has been approved administratively. In order to pacify these fearful people, however, we do provide in a few instances that writers and recipients may code the material for permanent or temporary retention provided that they follow the descriptive list. The operator, however, maintains a check on them and changes temporary codings to permanent if the list is violated.

A number of files operators who grew up under the old school oppose retention filing on general principles. They say that it is better to weed out the files occasionally by the detailed review method. We oppose that method because it is unreliable and time consuming. No one knows what is destroyed in these weeding operations because the reviewers have no list to guide them except for certain classes of nonrecord materials. They exercise their best judgment at the moment which may not be sound. Moreover, they usually work under pressure to salvage a little space and equipment and are in no condition to evaluate records for retention or disposal.

TVA has followed retention filing for more than three years. In our experience to date we have not found any valid objection to the system, nor do we have any reason to doubt that it is highly practical, safe, and economical. Apparently, it is the long sought answer to the correspondence file problem. There is every reason for believing that it is here to stay.

Motion Pictures Become Federal Records[1]

By HERMINE M. BAUMHOFER

U. S. Air Force Central Motion Picture Film Depository

MOTION pictures are a pleasant form of entertainment the world over; even television cannot dim their luster. Yet originally they were not developed for amusement purposes and have been and are increasingly being used in more serious ways.

The earliest use of motion pictures was for scientific purposes. As late as 1895 August Lumière, the French inventor of the cinematograph, thought of them only as an aid to science. When Georges Méliès, the director of a Paris theater, saw the practical entertainment values of Lumière's projection apparatus and wanted to buy it, the inventor replied with one of the prize understatements of all time: "Young man, my invention is not for sale; for you it would represent ruin. Possibly sometime in the future it may be used as a scientific curiosity, but otherwise it has no economic significance." [2] In that same year Alfred Clark, head of the Electrical and Musical Industries, Ltd., produced "Execution of Mary, Queen of Scots," [3] and 3 years earlier Edison, in his mobile studio the "Black Maria," had produced "The Big Sneeze" with Fred Ott.[4] Lumière's statement is historically important, however, because it highlights an interesting aspect of motion-picture development.

The strongest impetus to experiments with series of pictures shown in such a way that they would simulate movement was provided by persons interested in studying the body movements of man and animals, although there had been some experiments in the entertainment field during the early 19th century. Photography,

[1] Opinions expressed by the writer do not necessarily represent the official views of the USAF Central Motion Picture Film Depository. The writer is indebted, however, to Loran L. Fisher, Chief of the Depository, for helpful suggestions.

[2] Hans Traub, "Als Man Anfing zu Filmen," in *Schriften der UFA Lehrschau*, Band 2, UFA Buchverlag, G.M.B.H. (Berlin, 1940), p. 54.

[3] *Ibid.*, p. 62.

[4] Charles L. Turner, *A Chronological Outline of Film History* (National Broadcasting Company, Inc., 1940), p. 1.

developed in the late 1840's, was considered ideal for the purpose provided it could be so improved that the path of actual motion could be shown clearly enough for detailed analysis.

The first motion analyst to use photography was the Frenchman Claudet, who in 1852 developed an apparatus that took four simultaneous exposures. In the United States the most famous motion study of this type was performed by Eadweard Muybridge (Edward James Muggeridge) at the request of and with financial help from Governor Leland Stanford of California, who wanted to settle a bet. With the aid of 24 cameras Muybridge photographed horses at full gallop to determine whether at any one period of his stride a horse lifted all four feet off the ground.[5] To show the results of his experiment graphically he placed the photographs on a disk, only the upper part of which was visible. When the disk was rotated quickly the individual exposures came into view for but a fraction of a second so that the horses appeared to be moving.

Muybridge's motion analysis and his presentation that simulated moving pictures were of great interest to the scientific world.[6] When he lectured in Berlin in 1891, the audience included Menzel, the painter; Helmholtz, the scientist; Moltke, the military genius; and Siemens, the industrialist.[7] His experiments were also of interest to Étienne Jules Marey, a French physiologist, who had been specializing in the problems of locomotion.

Marey, using but one camera, recorded successive phases of action on a single plate, thus producing for the first time a stroboscopic effect. He clothed his models in black and outlined their arms and legs in white to show the progress of motion on one photograph. This process, named chronophotography, is used today in books on golf or dance techniques, where it is very effective in demonstrating form or performance.[8]

The development of pictures that would portray motion led to other scientific methods. The American painter, Thomas Eakins, proposed that scales of measurement be superimposed upon the photographic image — perhaps the first suggestion of the data-

[5] Beaumont Newhall, *The History of Photography from 1839 to the Present Day* (The Museum of Modern Art, 1949), pp. 103ff.

[6] Cinematographic progress may well have been delayed for 4 years through a truly "Hollywood" occurrence. Muybridge was accused of killing his wife's lover and, although acquitted, had to leave the country in 1874. Consequently he did not complete his experiments until 1877. Beaumont Newhall, *op. cit.*, p. 104.

[7] Hans Traub, *op. cit.*, p. 50.

[8] *Ibid.*, p. and plate 24.

analysis film that is now indispensable to research.[9] Georges Demeny, director of Marey's psychological laboratory, developed a synchronization of speech and image by means of the phonoscope, which was widely hailed as a successful teaching aid.

The final transition from Muybridge's row pictures to the actual moving pictures of Edison, Lumière, and others, depended on the development of special materials and equipment that were not available until after 1880. The first step was the successful processing of gelatin emulsion by George Eastman in 1880. The second was the development of transparent and flexible film by the Rev. Hannibal Goodwin of Newark, New Jersey, in 1887.[10] Quick and continuous photography was now possible. A method of presenting it successfully to the public followed shortly when Edison perfected his viewing apparatus, the kinetoscope. Projection apparatus by Edison, Lumière, Armat, and others completed the initial requirements.

Shortly after the necessary techniques had caught up with the idea of depicting motion for scientific record purposes, Frank B. and Lillian M. Gilbreth successfully used motion-picture film in their motion studies. The amusing books written by their children have done much to popularize motion study as a new management concept, and the "therbligs," or motion elements, defined by the Gilbreths are becoming a part of our current vocabulary.

As early as 1892 [11] the Gilbreths began the use of photography. At first they made still pictures to depict motion, then stereoscopic slides, and later motion pictures. In many of their experiments they showed the subject in front of a cross-sectioned background with a microchronometer placed by it in order to correlate motion with time consumed. This was probably the first use of the data-analysis film suggested earlier by Thomas Eakins. The Gilbreths also prepared a sign that gave all pertinent data on the specific investigation and was briefly placed in the field, thus becoming a part of the film record. Another technique, possibly suggested by Marey's experiments, was the use of miniature electric lights attached to the hand of the worker, so that the path of motion could be photographed.[12] This "micro-motion" technique with the use of motion pictures was

[9] Beaumont Newhall, *op. cit.*, p. 108.

[10] Robert Taft, *Photography and the American Scene* (New York: Macmillan Co., 1942), pp. 379 and 386.

[11] Frank B. and Lillian M. Gilbreth, *Fatigue Study* (New York: Sturgis & Walton Co., 1916), p. 31.

[12] Frank B. and Lillian M. Gilbreth, *Applied Motion Study* (New York: Sturgis & Walton Co., 1917), pp. 79ff.

first presented by the Gilbreths to the American Society of Mechanical Engineers in 1912.[13]

"Movies," however, were soon almost exclusively monopolized by the entertainment industry. Even factual reporting was done by newsreel companies for entertainment purposes. The most significant of these, from a technical point of view, were probably the filming of the Corbett-Fitzsimmons fight in 1897, which was photographed on 11,000 feet of film, and the Jeffries-Sharkey fight in 1899, which was photographed with the aid of artificial light by the Biograph Company. The first newsreel of national importance apparently was the one showing the funeral of President McKinley in 1901.[14] Seventeen years were to elapse after the creation of the first motion picture before the Federal Government showed even the slightest interest in this new record medium, although it had long been using still pictures.

There is fragmentary evidence that the Navy began still photography or had still photographs made of ships and drydocks around 1850, about 12 years after Daguerre's process became known. Navy photographers accompanied Perry to Japan in 1853. During the Civil War the Quartermaster Corps and the Engineer Corps took official photographs for military purposes. Western territorial surveys began utilizing the camera as a recording medium as early as 1853. By the time the motion picture had been developed almost all agencies of the Government performed photography for record purposes and photographic laboratories were set up at military bases as far afield as Alaska.

In spite of the Government's active use of still photography as a record medium, it took the birth of aviation to stimulate its use of motion pictures for record purposes. Only the motion-picture camera could do justice to an airplane in flight. In September 1908 the first trials of the "Wright Flyer," contracted for by the Signal Corps, took place at Fort Myer, Virginia, on the outskirts of Washington.[15] These test flights stirred popular imagination and among the thousands of spectators was the first semi-official motion-picture cameraman, an employee of the Department of Agriculture. The Department had acquired the first motion-picture camera to be used by the Government and one of its employees, Winfield Scott Clime, made a film record of the demonstrations at his own ex-

[13] Robert Lee Morrow, *Time Study and Motion Economy* (New York: Ronald Press Co., 1946), p. 13.

[14] Charles L. Turner, *op. cit.*, pp. 2ff.

[15] Charles de Forest Chandler and Frank P. Lahm, *How Our Army Grew Wings* (New York: Ronald Press Co., 1943), p. 152.

pense.[16] The Signal Corps did not begin motion-picture photography until a subsequent test flight of the Wright plane in 1909. Mr. Clime presented his motion pictures of the 1908 trials to the Signal Corps in 1921.

It was in 1909 that the motion-picture camera first took to the air. During the demonstration of a Wright plane for the King of Italy, a motion-picture camera was operated from the plane during its flight. Copies of this film are in custody of the USAF Central Motion Picture Film Depository at Wright-Patterson Air Force Base. The first aerial still photograph had been made from a balloon by Samuel King and J. W. Black on October 13, 1860, and showed "Boston, as the eagle and the wild goose see it." [17] The glass negative of this view and of many other still-photographic aerials made from balloons are in the Museum of American Photography in Philadelphia. It should be emphasized that aerial views made at considerable altitude for mapping, reconnaissance, or "strike" photographs are still pictures and are on roll film, not motion-picture film. Action photography from aircraft, however, is made on motion-picture film by motion-picture cameras. Cameras are often coordinated with the plane's guns and set to photograph automatically. The "Gun-Sight-Aiming Point" photography of World War II is the best example of this type.

After the motion pictures made in 1908 and 1909 by personnel of the Agriculture Department and the Signal Corps respectively, cameras in Government agencies increased in number and use even though official motion-picture functions were not immediately assigned. In 1912 the Illustrations Section of the Department of Agriculture established a motion-picture laboratory. Louis S. Williams, the Section Chief, assigned W. S. Clime and George N. Goerens to perform motion-picture photography for the Department.[18]

Since the Signal Corps had done much photographic work under its function of transmitting communications by signals, telegraph, and otherwise, its motion-picture activity was carried on at first under the same authority. The earliest Signal Corps motion pictures extant in the records of the Chief Signal Officer, now in the National Archives, are "Army Scenes 1914 and Prior to 1914" and "Ohio River Flood, 1915-16." Much of this footage consists

[16] Letters from Chester A. Lindstrom, Chief of Motion Picture Service, Department of Agriculture, dated Nov. 13, 1950, and from Winfield Scott Clime dated Jan. 14, 1951.

[17] Robert Taft, *op. cit.*, p. 188.

[18] Letters from Chester A. Lindstrom and Winfield Scott Clime cited previously.

of newsreel material. On August 2, 1917, a Signal Corps Photographic Division was created to operate with the American Expeditionary Forces.[19] In 1918 general photographic and cinematographic functions were assigned to the Signal Corps, the Air Service, and the Engineer Corps. The Signal Corps was to perform all photographic and cinematographic work for the War Department except cinematographic work made from aircraft, which was to be performed by the Air Service.[20] This division of photographic activities remained unchanged until fairly recently.

Among other Government agencies the Interior Department was one of the first to make use of motion pictures. In response to the new policy on the conservation of national resources it began to photograph national park areas before 1910. Pictures of new reclamation projects were made with funds from civic bodies in the towns most likely to benefit from the projects and then shown in the eastern sections of the country to encourage migration to the reclaimed areas. Herford T. Cowling, now with the U. S. Air Force, was active in this work and one of his first assignments was to photograph the dedication of the Roosevelt Dam in 1910.[21] The Reclamation Bureau's motion-picture unit was soon making films on a reimbursable basis for nearly all major activities of the Interior Department. Between 1912 and 1915 all areas set aside as national parks were photographed, the filming and editing being done by Mr. Cowling. The film series entitled "See America First," consisting of 52 one-reel subjects, was released by the Metro and the Gaumont Corporations for national distribution in theaters and were the first Government film to be distributed in this manner.[22] In 1918 Morton Leopold of the Bureau of Mines began the Government-industry cooperative motion-picture project that is still active. The Bureau's first film was "The Story of Coal," the second, "The Story of Steel," and the third, which is still important, "The World Struggle for Oil." [23]

The Navy Department apparently made or contracted for motion pictures around 1914. The earliest Navy motion-picture rec-

[19] See, in the National Archives, Records of the Chief of the Air Service, A.E.F., box 60, folder 2, entitled "Photo Section, A.S. A.E.F. — Organization of." These records are in Record Group 120, Records of the American Expeditionary Forces, 1917-21, in the National Archives.

[20] Change in *Army Regulation* No. 78, Aug. 19, 1918.

[21] Based on information from Herford T. Cowling, Technical Advisor to the Chief, USAF Photographic Service Center, Wright Air Development Center, and letter from W. J. Dougherty, Director of Information, Interior Department, dated Dec. 11, 1950.

[22] Information from Herford T. Cowling.

[23] Letter from W. J. Dougherty cited previously.

ord extant in the National Archives consists of Navy Recruiting Bureau film made in that year.[24]

Motion-picture activities, once begun, expanded quickly. For the most part pictures throughout the 1920's were educational and informational in character, but during the New Deal era a new concept of the functions of Government motion pictures arose.

The needs created by the depression and the rise of social consciousness on a national scale and its implementation in New Deal agencies led to the creation of pictures with missions beyond mere information. The agencies primarily concerned with public assistance and welfare used motion pictures to demonstrate the need of the land and its people, and sometimes to justify and popularize agency activities. The functions of these agencies were not always understood by the taxpayers, nor were they always regarded sympathetically. Motion pictures became vital in interpreting these functions to the people, serving to clarify issues, aims, and processes. The documentary film, raised to a new artistic level by Flaherty during the twenties, became the favorite method. John Grierson defines the documentary film as "creative treatment of reality." Paul Rotha, who originated the term, defines the place of the documentary film within the motion-picture field as "Beyond the simple descriptive terms of the teaching film, more imaginative and expressive than the specific publicity picture, deeper in meaning and more skillful than the newsreel, wider in observation than the travel picture or lecture film, more profound in implication and reference than the plain 'interest' picture. . . ." The documentary film is often thought to be simply factual and absolutely truthful, but art and purpose provide over- and under-emphasis that change the effect. Isolated incidents selected and highlighted by the motion-picture director to tug at the heart strings may make a first-class documentary, truthful in essence, but exaggerated in detail.

The best Government documentaries were made by Pare Lorentz for the Resettlement Administration, later the Farm Security Administration. The first of these, "The Plow That Broke the Plains" (1936), showed the waste of American soil. "The River" (1937), concerned itself with flood control and reforestation. The improved photographic quality of Government photography in this period resulted in part from the availability of excellent photographers, who not only possessed technical know-how but also understood the issues of the time. Unfortunately, the Government has

[24] Letter from May E. Fawcett, Chief of the Motion Picture Section, National Archives, dated Nov. 30, 1950.

never been generous with photographers' salaries and in normal times it is impossible to interest specially-gifted individuals in Government work.

When World War II began, the Government continued the production of excellent motion pictures to use in psychological warfare and to stimulate civilian participation in the war effort. War conditions permitted the Government to draw on a much larger pool of highly qualified personnel and the resulting film subjects rivalled in effect the best that Hollywood could produce on larger budgets.

The common error of considering these isolated examples to be the main motion-picture output of the Government has made archival work with motion pictures particularly difficult. Agencies often do not recognize that the integrity of files extends to motion-picture records and will select as significant records only completely edited films of high technical excellence that demonstrate current policies. The criterion of selection is often not the record quality, but the appeal of such films to palates accustomed to Hollywood fare.

The Government actually uses many types of motion pictures of which the records administrator, the archivist, and the public are hardly aware. All film created may be roughly classified as factual information film, incentive film, promotional or propaganda film, educational or training film, technical or scientific-test film, technical-data film, and topographical radarscope photography. In practice these categories are not always clearly divisible, being separated by purpose rather than by actuality. The difference between the factual information film, the incentive film, and the promotional film is often a matter of degree.

The factual information film depicts actual occurrences and may be arranged in a logical sequence or may remain unarranged and unedited. The newsreel is the best known example of this category. It is issued by Government agencies for public or agency consumption in order to show significant achievements or current events of general interest. During wartime this type of film is created in enormous quantities by all military services. The cameraman in the field shoots all activities in his area without detailed plan; his purpose is only to shoot "for the record." This film is used first in its original form or with only minor editing by the services in the same manner that a football coach uses motion pictures of last Saturday's game — to evaluate performance, to instruct the team and the reserves, to correct mistakes, and to study the opponents' tactics

and equipment. Excerpts may be edited and issued in graduated series for public information through newsreels. Some of these series are well known, such as the "Combat Film Report," "Special Film Report," the "Film Bulletin," and similar series. This film, being of primary record character, must therefore be carefully protected from loss by dispersal, by cutting out of sequences for other uses, or by losing its identity through incorporation in new productions. To the archivist it is of the highest importance that only reproductions of this film be used for secondary purposes and that the original form be preserved as the basic record of Government operations.

Incentive film created by the Government is usually the result of an emergency. Its purpose is to encourage national participation in large Government programs, either military, social, or economic. It attempts to stimulate cooperative action by implication and deduction rather than by coercion through cruder promotional methods. Most of the documentaries belong in this category, particularly the afore-mentioned "The River" and "The Plow That Broke the Plains." Many of the best World War II pictures created by or for the armed services belong here. Good examples are "The Fighting Lady," directed for the Navy by John Ford; "Combat America," directed for the Army Air Force by Clark Gable; and "Desert Victory," produced by 20th Century Fox in cooperation with American and British military agencies and directed by Darryl Zanuck. Such incentive films are a distillation of national needs and popular feelings in periods of historical importance. They are therefore of permanent interest to the Nation.

Promotional film is created to change public opinion, to convert inertia into action, to make individuals and groups do something against their natural inclination. The appeal is to the emotions rather than the intellect. Basic examples of this type were issued for all Government agencies by the Office of War Information urging people to buy war bonds, save gasoline or rubber, work in war plants, give blood, or enlist in the armed services. More ambitious motion pictures in this category were the propaganda films aimed at an international audience such as the "Why We Fight" series distributed by the War Department between 1941 and 1945. This type of film, however, is not only created in times of war. The Public Health Service, the Department of Agriculture, the Children's Bureau, and others create or cooperate in the creation of such films to promote better health measures, improved agricultural practices, or more desirable child care. Because it por-

trays specific stages of our national life the promotional film appears to be of continuing value.

Some of this promotional film approaches in character the best-known series of films under discussion, the educational or training films. These are created by the Government to indoctrinate the largest possible audience in preferred methods and techniques within a short period of time by using audio-visual teaching methods. The quality is generally very high and the teaching results are close to miraculous. The "live" demonstration need be made only once by highly skilled personnel and under ideal conditions. The motion picture of the demonstration can then be sent around the globe wherever instruction is needed and can be repeated as often as may be required. Also, related matter that cannot be brought together in a "live" demonstration can easily be brought together in one film.

The military services depend heavily on such training film to indoctrinate military personnel in all phases of military life and operations. Almost all Government agencies doing research for the public benefit use it instead of printed publications to bring the results of their research to the public. This type of film is created in enormous quantities, particularly during war periods. The resulting mass of film may soon prove an enormous storage problem to Government depositories, particularly if we consider the multiplicity of copies involved in the storage of one single subject, the original negative, the master positive, the projection print, a separate sound track, a separate picture, and combinations of the two. Much of this film consists of rather simple "how-to-do-this" subjects. These are often made up entirely or in large portions of animation and it may be necessary to work out some disposal action for this group. As a class it is of great importance, but many of the individual subjects have no permanent value. A sampling technique might be developed or special series might be selected for preservation according to the intellectual level of the subject matter or the type of presentation. The cost of motion-picture storage is likely to be from three to four times as high as the cost of paper-records storage because special facilities are needed and special equipment and processing is required in archival handling of them. A study of the retention values of such film is therefore urgently needed in order to preserve only subjects of permanent importance.

Technical or scientific-test film is a basic type of Government-produced film of which the public knows little except where footage of especially dramatic tests, such as the shooting of a "Viking"

rocket, is released as newsreel material. Many of the daily investigations of research agencies are recorded by motion-picture photography. Test after test is made and photographed, showing the performance of specific equipment and materials, whether it be a parachute, an aircraft, or steel plating. They are a great improvement over laboratory notes because the entire experiment can be repeated ad infinitum.

Although this test film is definitely of record value, its permanent value varies considerably. Photographs of test flights of experimental aircraft or test runs of ships may have clearly continuing value to the Government and the public, but many photographs of tests of parts of equipment or tests of stresses and strains may not. Here also classifications should be developed that will allow the eventual disposal of some and the permanent retention of others. On most of these tests, if they are of any significance, reports will be prepared and published, and the photographic laboratory notes may therefore be considered as work papers. It would be unfortunate, however, if the existence of a report should be considered the criterion for disposal. Such categories as have been mentioned before, trial runs or flights, tests of experimental missiles, or of human reactions to modern technological developments, should be considered as permanent records. The motion-picture archivist must soon arrive at some decision on much of this material if he is not to find himself in the role of the sorcerer's apprentice.

Data-analysis film is a specific scientific aid for the mathematical computation of location in space, acceleration, trajectories, time and space intervals, and other mathematical factors pertaining to the performance of equipment. Such film is provided with measuring devices on the margins by which action in the picture and performance data are coordinated. The acceleration of present-day research is in part due to the aid of such special motion-picture application. However, once the data is computed, the film is normally without value and should not be preserved.

Topographical-reconnaissance film consisting of radarscope photography on motion-picture film is a development of World War II. It is also used in other military and commercial activities, particularly for landing assistance, and promises to become a sizable item in archival depositories. Much of it, like the data-analysis film is unintelligible by itself. Some types need to be kept for longer periods than others for tactical or strategic reasons, but none of them are visualized as having continuing value.

Motion-picture records represent an enormous financial invest-

ment and the amount of the specific and general experience of the Government contained therein cannot be easily visualized. The quantity of these records has grown and will continue to grow so rapidly that their storage will swamp laboratories and depositories. Little has been done on planning and controlling their disposal or retention because of the difficulty in adjustment from systems for the retirement and preservation of paper records to those for motion-picture records.

The motion picture, begun as a recording medium, has grown to such proportions as a record of national and Federal activities that its enormous quantity is now our foremost problem. Through the coordinated efforts of archivists and administrators this problem will also be solved in time.

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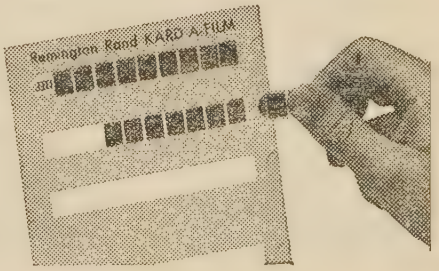

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General Schedules and Federal Records

By ISADORE PERLMAN

Records Management Division
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THE National Archives Act of 1934 provided that Federal agencies had to obtain the approval of the Archivist of the United States and Congress before they could destroy Government records. By 1941 it had become clear that individual agencies were submitting for approval year after year repetitious disposal lists affecting the same types of records, thus causing excessive paper work for themselves, the National Archives, and Congress. Therefore Congress passed the Records Disposal Act of 1943, which authorized agencies to submit disposal schedules to the Archivist. Such schedules, when approved, permitted agencies periodically to dispose of certain specified series of records continuously created, thus making unnecessary the repeated submission of disposal lists covering them.

The National Archives anticipated a flood of schedules from the agencies as a result of this legislation, but the flood never came. By October 1944 schedules had been received from but 26 agencies, and only 6 agencies had scheduled an appreciable portion of their records. Consequently the National Archives decided to seek amendment of the disposal act which would permit the Archivist himself to initiate schedules covering records common to several or all agencies of the Government. In proposing changes in the law, the Archivist wrote to the Director of the Bureau of the Budget on October 19, 1944, that

> . . . failure on the part of Government agencies to schedule for disposal records of temporary value means that these records and similar records that are now being and hereafter will be created will either be retained beyond the period of their temporary usefulness or repetitious disposal lists will have to be prepared at frequent intervals to cover them. Either procedure is indeed costly and involves needless and unjustifiable expenditures of public funds.

The Bureau approved the Archivist's proposals and they became a part of the disposal act on July 6, 1945.

Two sections of the amended disposal act relate to the preparation and issuance of what are now called general schedules. Section 4 provides that

> the Archivist may . . . submit to Congress . . . at such times as he may deem expedient, schedules proposing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies that have either accumulated or may accumulate in such agencies and that apparently will not, after the lapse of the periods specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the United States Government.

Section 6 provides that general schedules are permissive, not mandatory, i.e., agencies are encouraged to destroy records covered by such schedules after the retention periods specified by the schedules have elapsed, but they are not required to do so. When the amendments were under consideration the Bureau of the Budget argued that it was illogical to issue standards for the disposal of records common to the agencies and at the same time to make the application of those standards permissive. The National Archives successfully held, however, that agencies must be in a position to interpret disposal authorizations in terms of their own administrative circumstances.

Under the authority of the amended disposal act, the National Archives developed and issued seven general schedules which covered the following types of records:

No. 1 Records relating to civilian personnel, issued March 13, 1946, and revised May 26, 1947.
No. 2 Records relating to the deferment of Federal employees from military service, issued March 13, 1946.
No. 3 Records of informational services and relations with the public, issued May 23, 1946.
No. 4 Agency mail and postal records, not including those of the Post Office Department, issued August 7, 1946.
No. 5 Fiscal and accounting records, issued August 7, 1946.
No. 6 Bankruptcy records of United States Courts of Bankruptcy, issued July 7, 1947.
No. 7 Health records of Federal employees, issued May 15, 1950.

Preparation of General Schedules

The development and issuance of general schedules is based on the premise that Federal records fall into two broad categories:

(a) Those which reflect the substantive functions of agencies in accomplishing the missions assigned to them by the Congress and the President. These records will normally be subjected to detailed appraisal and analysis,

and will yield any records of archival value to be designated for permanent retention,

(b) Those which reflect the fiscal and administrative management of agencies. General schedules, on the whole, are concerned with the disposal of the records in this category, for it is records of this type that normally are common to all agencies of the Government.

General schedules represent a reduction to the lowest common denominator of certain types of records found in all or several agencies of the Government; and they enable the records officer to appraise validly all records similar in form and purpose regardless of what agency possesses them. This common denominator has been made somewhat easier to achieve because certain Federal staff organizations have demanded standardization of record keeping in the operating agencies. Thus the Civil Service Commission, through the *Federal Personnel Manual* and other issuances, has standardized the methods of maintaining Federal personnel records. The Treasury Department, the Budget Bureau, the General Accounting Office, and the General Services Administration — agencies which share the staff coordination and direction of the fiscal and administrative management activities of the Government — have also tended to standardize agency record keeping for those activities. General schedules are not limited, however, to those types of records for which record keeping has been standardized. In general, records arising from functions common to several agencies are covered by such schedules, but records peculiar to a single agency reflecting a Government-wide function are *not* included.

Although uniformity of record keeping in the major "housekeeping" activities of the Federal Government has been the principal factor facilitating the scheduling of records common to agencies, authorized local agency variations in procedures have made difficult the formulation of instructions intended to apply to the Government generally. Although pay-rolling and pay administration functions have been standardized for most agencies of the Government by *General Regulations* No. 102 of the Comptroller General, some agencies, with his approval, use locally developed forms and procedures, while others process their pay rolls in accordance with procedures varying from the regulations. Because of these variations from the norm the wording of a general schedule relating to pay records must be sufficiently adroit to cover the internal differences and yet not lose force and meaning.

The preparation of a general schedule involves a thorough

analysis of the functions of agencies in relation to the records to be scheduled. Such an analysis poses and answers the following questions:

a. To what extent do the records possess uniformity of physical characteristics?

b. To what extent are the records prescribed by staff management agencies of the Federal Government, and what values do they possess for the staff agencies that require them?

c. If not prescribed, how are the records similar from agency to agency?

d. What role do the records play in the administrative procedures and management of each agency?

e. To what extent do the records possess legal values which will influence their retention or disposal?

f. Will any of the records be eligible for transfer to a Federal Records Center but not yet eligible for disposal when they become inactive? [1]

g. Will any records possess values meriting preservation in the National Archives when they become inactive?

The answers to these questions provide a substantial clue to the value of the records to be scheduled. Following this analysis, a retention period for each type of record is stated in terms of the lowest period consistent with its value. Because of the permissive nature of the general schedule, agency records officers may designate and request authority to lengthen or shorten the retention periods specified in a general schedule, but they are encouraged to follow the prescribed periods wherever possible.

General schedules originally supplied only instructions for the *disposal* of records. The program responsibilities of the National Archives and Records Service as defined in the Federal Records Act of 1950 dictated a wider scope for such schedules. Consequently, in addition to disposal provisions, they now include data on:

(1) *Recommended methods of filing* — Agencies are provided with a recommended method of filing consistent with normal operating needs for each type of record listed in a general schedule. These recommendations are designed to facilitate the disposal of the records after the prescribed retention period has elapsed. When records are filed in accordance with special instructions issued by staff agency directives the general schedule merely cites the applicable directive.

[1] This question was not one that was considered in the preparation of the general schedules prior to the passage of the Federal Records Act of 1950, and the establishment of Federal Records Centers.

(2) *Records of continuing value* — The designation of "records of continuing value" in general schedules is based on the authority given to the Administrator of General Services by the Federal Records Act of 1950 to "establish standards for the selective retention of records of continuing value, and assist Federal agencies in applying such standards to records in their custody." "Continuing value," referring to records the administrative utility of which makes necessary their retention, is not necessarily equated with "archival value," however. The disposal of records covered by general schedules is normally predicated either on the fact that the records will lose their administrative or legal value after the lapse of a specified period of time, or on the fact that the matters they document are adequately recorded in other records to be retained indefinitely. Therefore, general schedules now list the records that are considered to be of continuing value as distinguished from those related to them that are considered to be of temporary value. For example, in the recently revised General Schedule No. 1, which covers Federal records relating to civilian personnel, official personnel folders and employee pay and service record cards are listed for retention while most of the other personnel records are listed for disposal.

(3) *Utilization of Federal Records Centers* — The National Archives and Records Service has now placed in active operation eight Federal Records Centers. These centers serve as intermediate depositories for records that should be retained only briefly in expensive office space but which can not be destroyed or transferred to the National Archives for some time to come. General schedules have therefore been made a vehicle through which agencies are encouraged to send to the centers (a) records designated by the general schedules as being of continuing value but not sufficiently active to be retained in agency operating space; (b) records that are disposable but have not yet reached disposal age; or (c) records that are suitable for eventual transfer to the National Archives but which are still too active to warrant deposit with that agency. Although the centers stand ready to receive files at such times as facilities permit, the schedules recommend orderly and periodic transfers. Thus, the transfer period recommended for contract files is 3 years after the files are closed; but the period for pay and personnel records varies according to their administrative and legal values.

(4) *Number of copies* — Under authority of the Federal Records Act of 1950 the National Archives and Records Service is

responsible for "analyzing, developing, promoting, and coordinating standards, procedures and techniques designed to improve the management of records." General schedules are therefore used as one method of promulgating standards to eliminate the creation of superfluous copies of forms and other papers. The Comptroller General, who, in conjunction with the Budget Bureau and the Treasury Department, is authorized by law to prescribe fiscal and accounting systems, has not concerned himself with the problem of agency copies. General Schedule No. 5, now being revised, covers the fiscal, accounting, and supply records of the Federal Government and will designate for each type of record listed the maximum number of record copies that apparently must be created to achieve good administration. By this recommendation the National Archives and Records Service hopes to discourage the creation of copies in excess of normal administrative needs. Administrative requirements may vary, of course, with the size and complexity of the operating agency, but all copies created in addition to those vested with records status in the schedule will be disposable after shorter retention periods than those specified for the record copies.

(5) *Designation of record copies* — Archivists and records management specialists have found that a "no man's land" exists in which files may be designated either as record or nonrecord material depending on the immediate purposes served by them. Such designations are made by the agency concerned. In accordance with authority granted the National Archives and Records Service by the Federal Records Act of 1950, the general schedules will provide the agency with the basis for such determination, particularly in instances where record keeping is fairly well standardized. Thus, in General Schedule No. 5, the designation of record copies is associated with recommendations as to the minimum number of record copies of each required fiscal, accounting, or supply form. For example, two record copies are suggested for travel orders — one to be held by the operating transportation unit preparing, authorizing, and issuing the orders; the other to be held by the fiscal unit primarily interested in the payment for the travel performed and in the accounting for such payment in the books of the agency.

(6) *Justification for authorized disposition* — Attached to each general schedule are statements indicating the legal, administrative, and historical value of each item covered by the schedule. These statements constitute appraisals of the records involved and are justifications for the authorized retirement of the records listed in the body of the schedule. They are based on a detailed study

both of the directives requiring the maintenance of the records and of the value of the records to the Government and to the people. They point out subject-content or physical duplication of records and any other factors which affect the determination of retention periods.

The general schedules that have already been prepared and put into operation, including those in process of revision, cover an impressive volume of Federal records. For example, General Schedule No. 1, revised, will accomplish the disposition of about 1½ million cubic feet of personnel records, while General Schedule No. 5, revised, will make possible the disposal of about 2 million cubic feet of fiscal, accounting, and supply records. The other general schedules now in use raise the total figure of records disposable under their provisions to almost 4 million cubic feet. This figure, placed against the more than 23½ million cubic feet of records now estimated to be in Federal custody, is perhaps not too significant. But the use of general schedules in the records management program of each agency yields other results in records analyses and scheduling that are not readily calculable.

Some Problems Involved in Developing General Schedules

Records listed in general schedules are those normally found in operating agencies. This does not mean, however, that every agency must maintain all the records listed if they are not required by the regulations of some Federal staff authority. To make the general schedules cover a group of records common to all or several agencies as efficiently and specifically as possible, however, involves many problems and has occasioned some revision, as illustrated below.

Records covered by General Schedule No. 5 as issued in 1946 are listed by form number. Disposal periods are indicated for each form and, in some instances, the papers that are filed with it. For obvious reasons scheduling by form number has not proved satisfactory. Consequently, in revising the schedule the National Archives and Records Service has decided to arrange the entries on this schedule to reflect the manner in which the records are normally created, i.e., by type of transaction. In short, the revision will emphasize the purpose for which each type of record is maintained rather than its nature in terms of form numbers. As revised, a single item in the schedule will pertain to the disposition of virtually

all contract and other procurement files in the Government — about 1½ million cubic feet of records!

In the past, agency record copies of vouchers have been considered to be the memorandum copies retained after the original vouchers were forwarded to the General Accounting Office as supporting papers to disbursing returns. With the adoption of the new type of on-the-site audit, however, some agencies are finding that their memorandum copies are now superfluous because they are also maintaining the original vouchers for the General Accounting Office in agency space. Several agencies, such as the General Services Administration, have gone one step further and have eliminated vouchers altogether in most procurement transactions by making the vendor's invoice do double duty as an itemized statement of services rendered or materials purchased and as a voucher document. The final elimination of vouchers, however, must await further study and therefore their elimination was not included as a recommendation in the pending revision of General Schedule No. 5.

Temporary interests of the government may affect disposal provisions incorporated in general schedules. For example, the General Accounting Office normally permits disposal of copies of bills of lading 3 to 5 years after their issuance. Recently that Office has been engaged in several reaudit programs of freight charges paid by the government, particularly those of the World War II period, which require its examination of freight files of all agencies for the World War II years and in some instances, as early as 1931. Therefore in the pending revision of General Schedule No. 5 the National Archives and Records Service will have no alternative but to designate agency copies of bills of lading and all supporting papers as records of continuing value that must be retained indefinitely either in agency space or in one of the Federal Records Centers. The justification for authorized disposition, appended to this schedule, will point out that the appraisal is temporary and that, once the General Accounting Office audits are completed and the legal situation with respect to the freight records is clarified, specific retention periods will be determined.

Another problem frequently met with in the preparation of general schedules arises from the fact that although a type of record may be common to all or several agencies, the nature of that record may be affected by varying administrative practices. For example, item 5 of General Schedule No. 1, as revised, covers "correspondence in the operating personnel office and its subordinate units re-

lating to their administration and operation." A 3-year retention period is provided for such correspondence. Surveys have revealed, however, that the content of correspondence files of this type varies from agency to agency. Some correspondence files contain only the most routine administrative material, while others contain more significant material such as reports on civilian personnel to the Civil Service Commission. These reports are covered by item 22 of the same schedule and are disposable after only 2 years. Since the schedule could not be worded to cover all situations, it was finally decided to make each agency records officer responsible for adapting the schedule to his agency's requirements. If personnel reports are filed separately in the personnel office his disposition of them presumably would be governed by item 22. If they are filed with administrative correspondence disposition could be governed by either item 5 or item 22.

Prior to 1949 schedules were largely restricted to records involving clearly defined operating areas. As revisions go forward, however, several subject-matter areas will be telescoped to effect an economy of issuances. For example, General Schedule No. 1, issued in 1946 and revised in 1947, provided for the disposition of personnel records normally found in agency personnel offices. The 1951 revision, however, schedules in a single document all records affecting the service history of Federal employees — employment, pay, and health records. General Schedule No. 7, which covered health records exclusively, has been made a part of the new schedule.

Application of General Schedules

An agency's application of general schedules involves incorporation of the provisions of the schedules into the comprehensive, detailed schedules developed by the agency records officer. It is his responsibility to adapt the authorizations granted by general schedules and to apply them in his own agency. The permissive nature of schedules provides him with flexible disposition periods and recommendations for the maintenance of files to suit his agency's needs. An agency records officer is not expected to present the general schedules to operating personnel in the form in which he receives them. The fact that the records of one agency differ from those of another in some detail, although they are sufficiently similar to encourage the development of general schedules, requires that the records officer undertake at least a minimum degree of editing in order to adapt the schedules to conditions prevailing

within his own agency. For example, certain agency administrative or fiscal audits may be in progress, or claims may be pending, that make necessary the temporary retention of given records disposable under a general schedule. In case of a conflict between agency authorization and general schedule authorization affecting the same records, the records officer must decide which of the two to use. In short, he must adapt general schedules to the particular administrative and legal situations obtaining in his own agency.

In one vital respect the authorizations granted the agency records officer by general schedules are not final. The Comptroller General, exercising his prerogatives under section 9 of the Records Disposal Act requires that any records pertaining to accounts, claims, or demands involving the Government of the United States that have not been settled or adjusted in the General Accounting Office may not be disposed of without prior permission from that agency. Under this proviso it is the responsibility of every agency records officer to be aware of such records and to prevent their disposal while settlements are pending. In determining the disposal periods specified in general schedules, the National Archives and Records Service has always considered the possibility of claims arising that would involve the United States Government. Therefore the Comptroller's approval of general schedules is obtained to ensure the incorporation of his desires with respect to the maintenance and disposition of records in which he has a statutory interest and which may relate to claims. References in general schedules to the requirements for the disposal of records involving "accounts, claims, or demands," are an additional reminder to the records officer of his responsibility to obtain written approvals from the Comptroller General whenever necessary.

The general schedule, properly utilized within an agency, can be a device no less important than other administrative tools forming the basis of the agency records management program. The greatest quantity of an agency's records are likely to be "housekeeping" records. This term, through custom and usage, has come to describe those records documenting such functions as procurement, accounting, supply, and personnel. Thus the Post Office Department and the Federal Security Agency create esssentially the same kinds of "housekeeping" records, but the files documenting the programs of these agencies are vastly different in content and structure. By judicious use of general schedules a records officer can quickly schedule his agency's routine records, thus freeing himself to devote his energies to the proper evaluation and scheduling of the pro-

gram records, which contain the "archival core." This fact is highly significant since the Federal Records Act of 1950 requires agency heads to document adequately agency programs and decisions.

The general schedule will not in itself serve as a substitute for the prosecution of an agency records management program. Records inventories must still be conducted. An inventory of an agency's fiscal and personnel records, for example, may uncover many records peculiar to that agency which are not covered by general schedules. These records must be scheduled by the agency, however, in the interest of administrative efficiency. In scheduling them the records officer may use as a guide the data on retention periods, records maintenance, and creation techniques, as well as legal authorizations, supplied by the general schedules. Furthermore, the data in general schedules can be utilized in the agency's records management program to reduce the number of copies of records created, to prescribe the manner of maintenance of the records, and to obtain full utilization of the authorized retention periods.

Conclusion

The importance of general schedules to Federal records specialists is twofold: (1) to the archivist they present tailor-made appraisals of a substantial segment of the records of the Federal Government; (2) to the records management specialist they present not only appraisals but also standards and aids in solving some of his major records management problems.

General schedules make it unnecessary for the archivist to appraise large masses of records in which records of archival value are not likely to be found; and they enable him to devote his critical faculties to a more detailed appraisal of those records that document the programs and decisions of Government agencies.

The permissive nature of the general schedules in no way lessens their potential effectiveness as a records management tool. They provide the National Archives and Records Service with a yardstick for measuring the effectiveness of such agency programs and enable the agencies themselves to set their own program standards. The agency records officer who does not utilize the general schedules is expected, in the event of a program audit, to have scheduled the records in his custody by his own analysis and appraisal in the light of the data contained in the general schedule, or to be able to point out the factors peculiar to his agency which preclude the use of the general schedules.

Figures are not available on the number of agencies which have used the general schedules since they first appeared in 1946. Most of the agencies with major records accumulations have, however, incorporated various general schedule items into their own schedules, with appropriate amendments and interpretations, and several agencies have used them with little or no change. It is anticipated that the increased records management responsibilities of Federal agencies, as outlined in the Federal Records Act of 1950, will bring about a progressively greater use of the general schedules, with substantial savings and more efficient administration as the result.

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The Exhibition of Manuscripts at the Minnesota Historical Society[1]

By LUCILE M. KANE

Minnesota Historical Society

THE program of display launched in the last three years by the Minnesota Historical Society is quite revolutionary to the institution. Manuscripts, books, paintings, photographs, and museum objects had been exhibited many times in the one hundred year history of the society. Even in the first years, when the collections were crowded into basements, many of the people who asked admittance came to see rather than to study. There was no area reserved for displays and no staff assigned to their preparation. If visitors knew a particular manuscript was in the collection, they could see it upon request. But hundreds of unknown treasures lay hidden in the vaults, known only to scholars who braved dust and confusion to "dig" among them.

In 1917, when the collections came out of the basement of the Capitol into the new historical building, the society moved into a new period in its history. One floor was reserved for a museum, and other areas in the building could be used advantageously for display. Now there was space for exhibits; and the next few years brought other changes equally important. Under the leadership of Solon J. Buck and Theodore C. Blegen millions of items enriching the collections came into the building. No longer did a new accession make a brief bow before the curator and then retreat unknown into the vaults. Detailed catalogs, an inventory, and a calendar proclaimed where it was and what it was. And to man these collections was an increasing staff, growing from 22 members in 1918 to 40 in 1951.

When the society paused to remember it was one hundred years old in 1949, it could proudly survey a century of real achievement. But at the very moment the past was filing in review, the institution envisioned and explored the new ground that lay ahead. In the vision and the exploration was a philosophy that encompassed all the resources of the society, human and material; a

[1] Paper read at the annual meeting of the Society of American Archivists at Annapolis, Maryland, October 15, 1951.

philosophy based on esthetic and educational objectives inspired by our times.

Exhibitions of manuscripts are so enmeshed with the entire display program of the society that it is impossible to discuss them as a separate unit. Suggestions for all exhibits are originated by or submitted to the curator of the museum. The curator of the museum is assisted by the Planning Committee, a group of staff members including the librarian, the editor of *Minnesota History*, the general editor of publications, the public relations coordinator, and the curator of manuscripts. At least a year before installation, a schedule of major exhibits is drawn up, with a statement of subject matter and time scope. Among considerations in selecting exhibit themes are timeliness, cost of installation, staff time necessary, educational value, and public appeal. In addition to these factors, the staff must keep in mind the comprehensive, long-range plan for the evolution of semi-permanent exhibits. After the themes have been approved, the head of installation studies the plans, pointing out potentialities and difficulties that have been overlooked. From him come suggestions for lighting, color, placement, and installations. He sketches the outlines of the show, the preparation of which proceeds after his work has been reviewed.

Meanwhile other projects related to the exhibit are begun. Since sound research is basic to any display, the staff surveys the research materials in the subject-matter area of the theme. A bibliography is assembled for use in preparing the display and for the selection of a shelf of books directed to the special attention of the public while the exhibit is open. From the stock pile of research comes the information used in selecting materials for exhibition, labels, publicity releases, educational bulletins, and articles for publication in professional journals.

The educational bulletins, mimeographed booklets eight to sixteen pages in length, are expositions of the historical background necessary to an understanding of the exhibits. The style of writing is popular, although every care is taken to be accurate in fact and proportion. The bulletins are designed primarily for teachers who want to instruct themselves before they bring their classes to see the exhibit. There are other uses for the bulletins, however. Staff members giving gallery talks and writing publicity releases find the historical summary helpful, and each bulletin forms a permanent record of the nature and intent of the exhibit after it has been dismantled.

Manuscripts are used in most of the exhibits. For example, in

the "Minnesota Fashion Review," where clothing worn by Minnesotans from 1820 to 1940 was displayed, articles typical of the fashion periods were used to create a realistic atmosphere. A Victorian mannequin was not only dressed for her time, but on her table lay a grocery bill from a St. Paul store listing common purchases of the day. In such exhibits, the manuscript itself is not featured, but it lends its qualities to the dramatization of other materials.

The current display commemorating the signing of the Sioux treaties of 1851 demonstrates several features of the exhibits program. Since the treaties were signed one hundred years ago, there was a ready-made interest in the subject. The theme was not only timely and important; there was also available a wealth of exhibit materials. A staff member assigned to the research began work early in the year. By spring she had prepared an article on the treaties for publication in *Minnesota History*, an educational bulletin, a list of popular readings, and an inventory of materials, both from the collections of the society and from those of other institutions, that could be used in the exhibit.

Among the materials for display were photostatic copies of the treaties signed at Traverse des Sioux and Mendota, key letters and diaries written by principals in the treaty making, watercolors by Frank B. Mayer, artist who sketched the moving panorama of people and events on the treaty grounds, sketches of Sioux Indian life by Robert O. Sweeney, books relating to the treaties, and a few dozen objects, including a calumet, Indian clothing, and weapons.

From manuscript and published sources the head of installation made a dramatic map showing the outlines of Minnesota Territory in 1851, the bounds of the 24-million acre land cession, and the reservations retained for the Indians. Since the map was designed to communicate at a glance the extent of the cessions, names of familiar landmarks were scattered through the area. This map, with an historical introduction and the title of the exhibit, was placed at the entrance of the display area. Within the room, the materials were divided into subject-matter categories. On the walls sketches and watercolors were grouped in panels labeled "People," "Camp Life," "Indian Life," and "Games." Manuscripts, books, and objects were arranged in cases, some flat, some upright, lined with a backing of warm rose-red. A generous use of wood and rope gave the exhibit an out-of-doors look.

Although this exhibit was not distinguished in lighting or arrangement, it did mark the accomplishment of several objectives.

It was timely, installed when the people of the State naturally sought information on the treaties. Based on fundamental research, it was accurate in statement and representation. An educational bulletin and an article in *Minnesota History* provide an historical record of the content.

In some of our exhibits of manuscripts, we tell the story of a man or an institution. When we related the history of the society in documents, we used a cardboard time wheel to unify the display. Significant dates, milestones in development, were distributed on the wheel. From dates on the wheel radiated cords leading to manuscripts. The first piece connected to the time wheel was the charter. Then followed the deed to land and letters marking advances over the years. The importance of each document in the evolution of the institution was expressed briefly on a label, and a central card for the case stated the theme. Such an arrangement can be used for few or many manuscripts by changing the length of the cords and the size of the wheel.

Many temporary exhibits are installed for a special purpose. For these, little assistance is asked of the museum staff. We use the materials already on hand — cardboard, colored paper, glass cases, ribbons, cords, colored tacks, and page clips. The manuscripts are arranged simply, with no attempt for unusual effects in coloring or lighting. Such an exhibit was installed in 1950 when the work of the census enumerators stimulated public curiosity about the old census records. After the staff of the manuscripts department had brought out volumes several times upon the request of visitors, it was obvious that there was a public demand for a showing of this record. We assembled information on census taking in Minnesota, condensed the information on a label, and installed a volume of the 1850 census in a case. Although the exhibit was very simple, it provoked a new curiosity about records keeping. The interest of newspaper reporters in the volume brought out features comparing it to the current census.

Another small exhibit installed in February 1951, featured valentines, printed and manuscript, from our papers. Through a representation of every period from 1820 to 1950, fashions in sentiment and design became apparent without explanation. The valentines rested on black velvet, with only the period identified. Although it took only one day to install this display, it had educational value in demonstrating the continuity of custom.

Occasionally special exhibits of manuscripts are prepared for groups meeting in the building. When Louis A. Warren spoke on

Lincoln before the Twin Cities chapter of the Autograph Collectors, Lincoln manuscripts were supplemented with forgeries loaned by Mr. Warren. Other favorites with groups are the Washington papers and the Amerland books of autographs. For these meetings we follow a simple plan of display. The manuscripts are arranged either in cases or on a table covered with glass. In these exhibits, the educational direction is more easily discernible than in many others. The group is limited, with a common interest. Since the speaker knows what is being exhibited, the manuscripts can be used as illustrative material. Staff members stationed near the tables provide any additional information the group requires.

At the society, where interests are deep in research, writing, and publishing, we are often impressed with the excellent use made of the collections. To convey to the public some feeling for imaginative use of manuscripts, we created an exhibit called "The Printed Page." Chosen for exhibit were books which have wide appeal and represent various literary forms. Each book was opened to a page showing the direct use of a manuscript. Beneath the book was the manuscript, the relevant passage directed to public attention by an outline cut from red paper. Labels stated the theme, identified the book and the manuscript. In another exhibit, the same technique was used to demonstrate the variety of sources that go into the making of one book — manuscripts, maps, interviews on recording wire, newspapers, trade journals, and other books.

To touch a wider audience than is reached by exhibits in the building, we experimented this year in showing manuscripts over television. The theme of the half-hour program was "Old Fort Snelling." The narrative was tailored to dramatize materials chosen to document the history of the fort. Flat pieces, like letters, were mounted on the background of the set. Journals, diaries, and account books were shown by the narrator. Since the images were not clear enough for viewers to read with ease, passages were woven into the narrative. This first performance suffered from the lack of professional skill, but surely, with proper production, the medium can be made effective.

The purpose of most of the exhibits discussed thus far has been the presentation of subject matter, the content of history. We are, of course, interested in this type of education. But there are other kinds of instruction to be imparted through displays. One type fundamental to our needs is the encouragement of records preservation through a simple demonstration of the nature of manuscripts. Our experiences in collecting are common to most institutions

gathering non-official papers. While valuable letters and diaries often go into the incinerator rather than into our vaults, well meaning people bring in useless papers they consider to be of great value — military bounty land warrants, scrapbooks of miscellaneous clippings, and land deeds.

We try to combat uncritical preservation by displaying before groups who hold meetings in the building types of papers they should be saving and encouraging others to save. For this kind of exhibit, we arrange a selection of manuscripts on a table and then speak to the group about them. We pick up one of the items, tell how it came to be a part of our collection, read sections of it to communicate the seemingly ordinary content that makes up most source material, and explain the process by which it was created. Usually there is a good deal of interest in letterpress books, letters with self envelopes, and copybooks, which are not used today. To make our argument more vital, we give several examples of how the manuscripts were used in the writing of biography, monographs, novels, radio and television scripts. After the talk, we invite the audience to gather around the table for a closer look at the display. Rarely have we failed to come out of a meeting without acquiring at least one new manuscript. Effective as this type of exhibit is, there are limits to its usefulness in a small institution. The usual number of people reached in each meeting is from thirty to fifty, while thousands see the display installed in the exhibit areas. Since the preparation of the address to accompany the exhibit must be carefully done, the number of groups we can take care of is automatically limited.

Another type of educating we do through exhibits is designed to acquaint graduate students with the various kinds of manuscripts. Remembering my own experience in 1945, when as a first-year graduate student I walked into the quiet reading room of the society just to see what a manuscript looked like, I offered to the history department of the University of Minnesota three conferences on manuscripts for the class in bibliography and criticism. Before the students come to the conferences they are given a mimeographed outline of materials they will see. The conferences are conducted informally, guided by members of the history department and the staff of the manuscripts department.

Emphasized in the first conference are the different classes of records, such as business papers, personal papers, and the archives of Federal, State, and local governments. With examples of materials peculiar to each class of records before them, students can

grasp research problems inherent in each. When the size of a record group is discussed, typical units of measurement are displayed. For example, when we talk about a set of business records, students see a volume of each size, a storage box, and the general arrangement of the papers.

The second conference is devoted to types of manuscripts common to all classes of records. Letters are read from the papers of Henry Hastings Sibley, the Nonpartisan League, the Protestant Episcopal Church, the Laird, Norton [Lumber] Company, and the Chatfield Bank. The students handle the letters, encased in cellulose acetate, while they discuss questions of criticism. Other types of manuscripts explored by the group are diaries, interviews, reminiscences, wills, ledgers, journals, daybooks, letterpress books, diplomatic despatches, and census records. On display, too, are a wire recorder, a microfilm reader, and some photostats. This year we shall add examples of portable copying devices, such as the Contura. In line with our policy of ignoring departmental lines, we include in our exhibit examples of trade journals, newspapers, maps, and pictures.

The third conference is not pertinent to the theme of this article, but you may be interested in how we conclude the series. We display and explain every aid offered by our department in the use of manuscripts. Included are published guides, catalog cards, inventories, descriptive essays, and calendars. By introducing research aids available in other institutions, we make the displays of more than regional significance. These conferences are far from static in form. Although we are reasonably well satisfied with their educational values, we shall continue to experiment with presentation.

In the past three years we have gained a considerable body of experience. There are many techniques, such as preserving manuscripts exposed to light in semi-permanent exhibits, that we have not employed. But the lines of development are clearly drawn, and we shall continue to adopt every necessary device to present simply and dramatically the materials in our collection.

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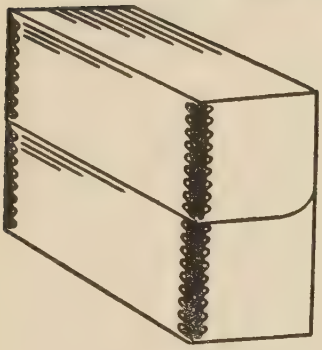

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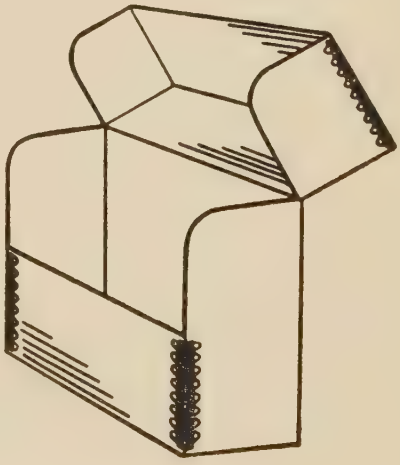

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Advice on Records, 1794

By FRITZ MORSTEIN MARX

U. S. Bureau of the Budget

ALTHOUGH modern administration appears to be still in the thick of its technological development, the rational foundations of this development can be traced back to earlier centuries. In Europe, especially on the continent, the managerial arts were placed on a rather respectable basis under the prodding of the same historical forces that molded "enlightened monarchy." The alliance of the throne with the middle class, against a nobility resentful of the ruler's newly won supremacy, had many enduring consequences. It shaped the structural and procedural characteristics of an integrated system of public administration. It brought forth a full-fledged civil service built on merit. It pulled the universities into the training of the emerging career officialdom. It imbued this officialdom with the ethics of loyalty, obedience, responsibility, and devotion to the common good. And, inexorably, it made the absolute ruler accept the ideal of becoming "the first servant of the state," in the phrase of Frederick II of Prussia.

Not surprisingly, therefore, the literature on public affairs turned out during the eighteenth century in Germany, France, and elsewhere on the continent abounds with disquisitions about subjects of "cameralism" — from office management to economic policy, from diplomacy to welfare administration. Despite the zest for the tools of efficiency, however, there is present in these writings a strong undertone of truly public ends, in the sense of a firmly anchored concept of the general interest. The marriage of methods and purposes survived even the thunderous impact of the French Revolution. But the liberating tendencies of the revolution injected a fresh emphasis on the morality of political power. As a result, the late cameralists of the last decade of the eighteenth century and the first decade of the nineteenth were much concerned with the limitations and justifications of governmental authority. As another result, the learned authors of this period, both career officials and academic teachers, presented in their works an extraordinary blend of manual-like descriptions of tested administrative techniques and sweeping maxims of political theory.[1] Hence a treatise on the

[1] Illustrations are K. F. Wiesiger, *Beantwortung der Frage: Wie Koennen Magistratspersonen in Mittleren und Kleinen Staedten den Groessten Nutzen Stiften?*

general organization of the powers of government might well include individual sections on such seemingly unrelated activities as the handling of public records. An example is the *Handbook of German Constitutional Law*, published in 1794 by Court Councilor and Professor Carl Friedrich Haeberlin, son of an equally prominent and productive father.[2]

The younger Haeberlin, as he pointed out in his foreword, wrote from "conviction and love of truth, liberty, and justice," assuming a position between contending parties, between the princes and the people, yet opposing "with ardor the monster called despotism." Unimpressed by the constitutional innovations of revolutionary France and eager to strengthen the political resources of the German Reich by public-spirited government, he battled gallantly to escape the Jacobin label — the killing label of his day. In the same breath he rejoiced at the fact that he lived in a country "where forbidden books are unknown and where freedom of the press reigns." And he gave bold praise to the Prince Bishop of Bamberg and Wuerzburg for suggesting, "to his undying glory," at a recent session of the Reichstag, "that a wise and thoughtful ruler, who is at once a friend and a father of his subjects, never has to fear agitation, sedition, and revolt in his land, in spite of all attempts undertaken from abroad" (pp. 383-384).

Haeberlin's political philosophy was not shrouded in ambiguous implications. To him, "all . . . supreme power has in common the essential limitation that it may be exercised only for the general welfare. . . . For it is the purpose of the state to promote the common good. . . . Where it does not serve the well-being of the state the ruler is not entitled to command. If he does nevertheless, his government degenerates into tyranny and despotism" (pp. 380-382). The fundamental distinction between the interest of the ruler, between his fortunes and ambitions, and the general interest, the "well-being of the country," also imposes upon him the obligation to "leave every subject his natural liberty . . . where the welfare of the state does not require action" (p. 384). From this vantage point, our author felt cheered by "the fact that the German

(Zerbst, 1798), a book on municipal administration in middle-sized and small local governments written by a German career official, excerpts from which may be found in Fritz Morstein Marx, "City Management in 1798," *Public Management*, Vol. 17 (1935), pp. 21ff.; and Charles-Jean Bonnin, *Principes d'Administration Publique* (3rd ed., Paris, 1812), a comprehensive treatment of public administration for the benefit of French practitioners, brought to light again by Leonard D. White, "The Just Official," *Public Administration Review*, Vol. 5 (1945), pp. 271ff.

[2] *Handbuch des Teutschen Staatsrechts.* The subsequent quotations are from Vol. I (Berlin, 1794), 620 pp.

has begun to concern himself more than hitherto with his national constitution" — a fact Haeberlin attributed to the "several good consequences which the French Revolution, mixed with so many unhappy ones, unquestionably has had already for Germany and, it is hoped, will have increasingly in the future." Having said that much, Haeberlin interrupted himself to add this footnote: "Because of the weak ones, who are so fond of regarding everyone as a Jacobin who does not relegate the French Revolution to the deepest abyss or even finds something good in it, I note that, incontrovertibly in consequence of this revolution, . . . the princes and governments generally now learn to esteem more highly the value of their subjects and have become more attentive to their oppressions." [3]

Very much in the tradition of cameralism, the author throughout his work methodically interlaces constitutional principles with the detail of governmental operations. So it must have appeared to him both necessary and logical to include in his chapter on "the exercise of the supreme power according to the German Constitution in general" (pp. 389-422) a discussion of archival administration and record management (pp. 395-402). Here as elsewhere he shows himself a man with a keen sense of things practical as well as a student of the special literature. With a fine appreciation of systematic treatment, he begins with the beginning:

> It is sad and does not give the most advantageous impression of a government when one finds in a country splendid hunting castles, opera houses, breeding stables, and so forth, whereas the archives are housed in damp basements. If only his horses occupy a healthy and airy location, many a prince considers it unnecessary to keep the records also in an airy place — how could these be damaged by the damp, sticky air? It takes, indeed, some time to spoil them, but in the end they do fall apart. Above all, therefore, a suitable building should be chosen for archival purposes. In order to be guarded against the danger of fire, it should stand in an open square and be equipped with lightning rods. The place must not be swampy but on higher ground and dry; at least there ought to be a basement so that the ground floor be protected from dampness, and there ought to be fresh air in all rooms. Finally, one should not economize on space by limiting the building to current needs. There is never an end to the making of records and their collection. When there is no space, things must be piled one atop the other, which makes search more difficult (pp. 396-397).

But the right kind of building represents only the first step. The best building is of small avail if there is no understanding of proper record administration. So our authority continues:

> After a suitable and spacious archives building has been erected, making it possible to safeguard the records against destruction, the archives themselves have to be ap-

[3] These last sentences are from the foreword. Similar parries to "the weak ones" occur repeatedly, as when the author calls himself a "sworn foe of all despotism and all injustice" and then remarks in a footnote that he hopes the expression "sworn" will not be taken as proof that he is a Jacobin (pp. 387-388).

propriately organized. Order is the soul of all business; without meticulous attention to order, the archives will be of just as little use as a large library in which the books are placed helter-skelter. Hence all records that belong together must be placed together. It is therefore not good practice to include in the same reports or instructions several points concerning entirely different subjects. For this reason it is sometimes made a rule that postscripts be added to the report or instruction to take care of matters that do not actually relate to the main subject. Where this rule does not prevail, it will be necessary at least to make excerpts and file these with the separate subjects (p. 397).

In Haeberlin's times, the political status of the ruler and the degree of sovereignty enjoyed by his country were still largely dependent on legal instruments often of considerable age and well-nigh irreplaceable. He argued that these be sorted out from the general body of records in the interest of particularly careful safekeeping. In his words,

important documents which establish, confirm, or abolish rights and obligations, such as treaties, fief letters, dowry contracts, and the like, ought to be kept separate from other papers prepared in connection with a transaction or giving information about it, which should be brought together in individual subject-matter files; thus it will be possible to produce the important documents singly when there is need for it. These documents deserve even greater care in preservation and handling than the files. A matter for particular attention is the preservation of the seals. But it is also advisable to have archival employees prepare copies of the important documents, to be certified as true copies by the archivist and kept at a special place, partly in order to avoid using the originals themselves in each instance, partly in order to have available a certified copy should the original get lost by some misfortune (pp. 397-398).

At this point the author lists some references to the writings in the fields of archival administration and record management, especially the *Treatise on Archives* by Government Councilor and Archivist Spies.[4] This gentleman evidently had a great reputation throughout the German Reich, for Haeberlin speaks of him as "unquestionably in every respect the best archivist in Germany" and one further distinguished by being "an extremely instructive as well as experienced man." In view of such admirable qualifications our author suggests that Spies would be just the person "with whom all those eager for archival training should spend some time for their great benefit."

With the air of one who knows that he is setting forth sound administrative doctrine, Haeberlin next turns from the important legal documents to the large mass of records. These, he declares,

must be arranged by subject matter. For several reasons it is best to put them away in their ordinary size and not to fold them, which easily leads to breaking. The files themselves can be put together in chronological order either like a pamphlet or in tied-up form, or, better still, in small containers. The least satisfactory method, which unfortunately is used by some courts, is to keep them together by stringing them up. Then the more often they are used, the less legible will they become at the spots

[4] *Abhandlung von Archiven* (Halle, 1777).

where the string is pulled through them. The files when put together like a pamphlet can be marked by volume and page or simply numbered. Each piece of file material should best be given at the outset a file designation or marking of file subject according to its number, partly so that one may identify the contents of the files at one glance, partly so that one can immediately find the piece that is being searched for (pp. 398-399).

The whole collection of files should resemble "a well-organized library," the author submits. They should be lined up, "not according to size — the way a certain no longer living military-minded prince wanted his library organized the more to please his eyes — but according to subject matter, or at least alphabetically" (p. 399). Here Haeberlin went lovingly into the features of a classification system worked out for the use of state archives by a scholar he much admired, Judicial Councilor Puetter, quoting him at length (pp. 399-401). But our author was fully aware of the fact that a general classification system cannot substitute for the kind of guide that shows exactly what may be found in a particular collection of records. "For the archives as a whole, a subject-matter plan or list of contents must be prepared. The more accurately it is worked up, the better will it serve its purpose" (pp. 401-402). In this matter, again, Haeberlin knew of useful readings.[5]

In taking leave of the topic, the author says: "Finally, it is best to keep all records in small, light cabinets equipped with handles and doors so that these may be quickly removed in case of fire. For the important documents one needs special drawers in the cabinets, but the files could be placed side by side like books" (p. 402).

And with that the Herr Court Councilor and Professor devotes himself to another aspect of "the exercise of the supreme power according to the German Constitution in general."

[5] His reference is to Court Councilor Guenther's *Abhandlung ueber die Einrichtung der Hauptarchive in Teutschen Reichslanden* (Altenburg, 1783), dealing with the organization of the principal archives in Germany.

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Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives
Washington 25, D. C.

Understanding History: A Primer of Historical Method, by Louis Gottschalk. (New York. Alfred A. Knopf, 1950. Pp. xix, 290, vi. $2.50.)

This textbook is the result of the author's participation for a number of years in the "Laboratory Course in Historical Method" at the University of Chicago. Although many books on historical method have appeared in the past, this volume cannot be considered as "just another."

The author states that he has written *Understanding History* for the beginner and the amateur. It provides the graduate student with the basic guidance he will need for his research as well as information on the more theoretical aspects of history. The book is equally valuable, however, for the established historian and the layman interested in history, for it suggests new views or fresh approaches to old ones on the broad subject of historical method.

A glance at the topics discussed will give an idea of the scope of the book. Part One deals with the "Objectives of Historians," covering the problems of evaluation of historical writing and the relationship of historical method to life and learning. Part Two pertains to "Methods of Historical Research." As might be expected, this section defines history and historical sources; points out the procedure for selecting a research topic and locating information that will relate thereto; discusses the types of sources from which historical information may be drawn; and provides suggestions on how to criticize documents, externally and internally, for authenticity. Part Three relates to the "Theory of History" and covers such points as the problems of selection, arrangement and emphasis; cause, motive and influence; and the historian and present-day problems. The careful selection of examples and the provocative interpretations of controversial subjects add much to the book.

Archivists and records officers will differ with the author's definition of a record: "a document intended to convey instructions regarding a transaction or to aid the memory of the person immediately involved in a transaction." Such things as reports are definitely excluded from this definition by the author. Government documents are also considered as falling in a different category than records! The rich resources of Federal government, State, and other archives are largely ignored as sources of historical information. For instance, in the discussion on how to find sources, the only mention of archival materials is a passing reference to the fact that the footnotes of scholarly monographs may indicate relevant archives. Some references that are made of government records, as for example a mention of "warehouses full of paper" on World War II, would tend to discourage rather than encourage research among these materials.

The appendix, "Rules for the Guidance of Authors and Translators," should prove of value both to beginners and the more advanced scholars in preparing manuscripts either for university requirements or for publication.

HOMER L. CALKIN

U. S. Department of State

Twenty-Third Biennial Report of the North Carolina Department of Archives and History, July 1, 1948 to June 30, 1950. (Raleigh, N. C. 1950. Pp. 90.)

This report is a comprehensive survey of the activities of an institution which performs a number of distinct functions for the people of North Carolina: the administration of a historical marker program; the collection of government and unofficial archives and manuscripts; the collection and display of museum material; and the publication of books and pamphlets which enrich the citizen's knowledge of State and national history. In the performance of each of these functions the report records, in candid and intimate detail, a biennium of marked progress.

Particularly notable was the success of the department in publicizing its activities and in securing the collaboration of the public in such matters as the purchase of the original charter of Carolina (1663). No doubt the fact that the department administers a museum and marker program (projects which have wide popular appeal) is a source of strength; fortunately the department's funds have been sufficient to combine these activities with an effective program of acquisition and care of documents, which is the primary objective of an archives agency.

Evidence of concern for the management of noncurrent government records which is growing throughout the United States and Canada is also to be found in this report. It is not clear whether the use of continuing authorizations (scheduling) has been adopted in North Carolina, but the emphasis on a central microfilming unit and an intermediate records storage depot are evidences of a sound approach to the problem. The impression that records management consists of no more than microfilming and disposal programs is perhaps not intentional. Proper filing methods by departments and controls over the creation of records are of great importance, and in the long run greatly simplify the work of the archivist. These latter requisites of modern records management must be provided by the budget bureau or other appropriate authority in the governmental structure with the archives department giving sympathetic encouragement without becoming involved in this complex field.

The report is a convincing demonstration that the recent increases in appropriations have been wisely expended. The department has taken the people of North Carolina into its confidence, and has presented an impressive picture of the progress which can be achieved by a qualified staff, by the use of the resources of modern technology (microfilm, tape recording, color photography, lamination, etc.), and by the imaginative implementation of carefully planned policies.

Archives of Saskatchewan LEWIS H. THOMAS

Work in Archives 1939-47, edited by Roger Ellis. Reprinted from *The Year's Work in Librarianship 1947.* (N. p., n.d. Pp. 67.)

The "indestructability" of archives is what impresses one most in reading this reprint of Chapter XVII of *The Year's Work in Librarianship* for the period 1939-1947. Records, both public and private, were subjected during those years of war and reconstruction to almost every hazard conceived by man, and yet, in large measure, survived. Man's ingenuity for destruction was matched only by his instinct for survival, and that survival included the documents necessary to recreate his past and to guide his future.

This pamphlet is concerned chiefly with the archives of Great Britain, both public and private, although it also includes reports on archival activities in Australia, Central Africa, France, Italy, Hungary, and the British Zone of Germany.

The work of the British Records Association is traced through 1947. The postwar return of some 2,000 tons of records to the Public Records Office is noted, as is the current employment of "Deep Shelters" for departmental records not yet ready for transfer to that office but under its general supervision. Four of these shelters, with a storage capacity of from 30,000 to 40,000 linear feet of shelving, are now in use. This "Limbo" scheme has a certain similarity to the Federal records centers recently established in the United States. Reference is made to "the large and increasing amount of administrative work, particularly on modern records [which] . . . has already led to a certain modification of the traditional staff structure of the Department."

The work of the Historical Manuscripts Commission is reviewed, and the beginning of a separate section, the National Register of Archives, is described. The primary aim of the Register, which might be compared to a permanent Historical Records Survey, is to discover the location and extent of all "Archive Accumulations in England (other than those of the Central Government)." More than 500 reports of collections had been received by the end of the year 1947. The first course in "Archive Administration" at University College, London, during 1947-1948, is also reported.

No wartime losses are reported by the General Register House at Edinburgh or by the Public Record Office of Ireland. The transfer of all episcopal, capitular, diocesan registry, and other records of the Church of Wales (over 2,000,000 items) to the National Library of Wales is reported, as is the transfer of those of the Welsh Church Commission. The evacuation and return of records of local authorities is noted, and losses of some records of the Board of Guardians is reported by the London County Council. Damage to the records of the Borough of Hastings is also reported. Accessions, publications, buildings, technical developments in repair, reproduction, and accessibility of records in local repositories are also disclosed. The problem of "baked" documents is referred to, i. e., those that have been subjected to intense heat without being touched by flames. Except for shrinkage, such records on parchment can be repaired, given sufficient patience. Records on artificial parchment when "baked", however, tend to become transparent and thus illegible. Paper

subjected to the same heat needs only "size and perhaps a little silk gauze to become quite itself again."

Commonwealth and State archives in Australia (not in very satisfactory condition before the war) are described in six pages. Schedules were applied to reduce storage problems and transfers have been made to depositories at Canberra, Melbourne and Sidney. The Central African Archives are also described in six pages.

The records of the Archives Nationales of France were not damaged, and the deposits at the chateaux of Vaux and Rigny-Ussé, organized by the Direction des Archives de France, suffered no harm. Losses of the Archives Départmentales were many, however, the gravest being in the Départments of Ardennes, Loiret, and Manche. A new section has been formed in the Archives Nationales for handling modern documents. In Italy, the changes in the political complexion of the State are or will be reflected in the organization and use of its archives. A short communication from Dr. Denes Janossy records the fact that medieval records and extensive records of the public administration of Hungary escaped damage. The work of the Monuments, Fine Arts and Archives Branch of the Control Commission in the British Zone of Germany is summarized in six and one half pages. German archivists were employed wherever possible in the work of the Branch. Records were transferred from one occupation zone to another, except to the Russian. Restitution of archives was made to Poland and some archives of Eastern Germany now in *de facto* Polish territory were also sent there despite much criticism.

Archivists, historians, and users of records generally should find this pamphlet most informative for the period and countries covered.

FORREST R. HOLDCAMPER

National Archives

Memoria del Primer Congreso de Historiadores de Mexico y los Estados Unidos Celebrado en la Ciudad de Monterrey Nuevo Leon, México, del 4 al 9 de Septiembre de 1949; Proceedings of the First Congress of Historians from Mexico and the United States Assembled in Monterrey, Nuevo Leon, Mexico, September 4-9, 1949. (Mexico. Editorial Cultura, 1950. Pp. 420.)

The publication of this volume of proceedings marks a significant development in international relations between the political, social, economic, cultural, and literary historians of the New World. The congress was sponsored jointly by the Academia de Ciencias Históricas de Monterrey, the Instituto Nacional de Anthropología e Historia de México, and the American Historical Association. The meetings were held in an area which is of much interest to historians of both countries concerned and were attended by about 150 historians from all parts of the United States and Mexico. Another congress will be held in 1952.

During the six days of the congress an opening session, seven general meetings, a luncheon, and a banquet were held. The program was divided in such

a way that each general session contained at least one paper of interest to Mexicans and one which particularly concerned United States historians.

The portion of the proceedings which is of greatest interest to archivists is the second general session, devoted to the discussion of the preservation and organization of historical source materials. J. Ignacio Rubio Mañé discussed "The History of the Provincias Internas in the Archivo de la Nación"; Ildefonso Villarello read a paper on "The State and Municipal Archives of Mexico"; Antonio Pompa y Pompa presented a discussion entitled "A Program for the Preservation of American Archives Outside the Capital"; and Luther H. Evans, Librarian of Congress, presented a paper on "The Preservation of Documentation on the History of the Americas".

The purpose of these papers was to present a picture of the status of Mexican archives and to offer a joint plan of cooperation for the preservation, maintenance, and dissemination of archival materials. Dr. Evans especially emphasized the importance of each nation retaining its own unique documents, cooperating with other nations in developing adequate technical methods, and contributing to greater dissemination of documents by means of photoduplication. He would like to have all important documents of American interest in European archives microfilmed and made widely available. Such a plan would make American archival material readily available to scholars throughout the world. The distinguished Mexican speakers at this session discussed broadly the present state of Mexican archives and offered a program for their improvement and perpetuation.

The proceedings of the Congress are printed in the language of each speaker, either English or Spanish, but a brief summary of each speech or paper read is given in the other language. The number of typographical errors are few for a work of this type, and the format of the volume is excellent. This reviewer especially enjoyed reading "The Study of the Intellectual History of the United States Since Parrington," by Professor John Higham of the University of California (Los Angeles).

Clyde H. Cantrell

Alabama Polytechnic Institute

Notule van die Volksraad van die Suid-Afrikaanse Republiek, edited by J. H. Breytenbach and H. S. Pretorius. *Suid-Afrikaanse Argiefstukke — South African Archival Records: Transvaal,* Nos. 1-2. (Cape Town, S. A. Printed by Cape Times Ltd. for the Government Printer, n. d. 2 v. Pp. xxviii, 400; xxxix, 602.)

The publication of historical records has received governmental attention and support in South Africa since before the establishment of the Union. Until recently, however, the efforts of the government to make available the basic materials for an understanding of South African history, while producing valuable results, have been characterized by a lack of continuity and coordinated planning. To remedy this situation and provide a more permanent basis for the publication of archival materials in South Africa a publication section was

organized in 1947 in the Archives of the Union of South Africa. This new section has formulated extensive plans for the systematic publication of the principal series of documents in each of the four existing archival depositories. The program has received the approval of the Archives Commission, and the entire series is to be known as *Suid-Afrikaanse Argiefstukke — South African Archival Records.*

For a number of reasons the records of the Assembly of the South African Republic were the first to be selected for publication in this series. The assembly is the oldest institution of the South African Republic and its records provide the key to an understanding of the development of the Republic. The documents are widely scattered, thereby complicating the task of the investigator. The oldest documents are in poor material condition and need to be protected against repeated handling.

The editors have not been satisfied to publish merely the minutes of the assembly, but have included all related documents in order to give as complete a picture as possible of the activities of the assembly. They have also maintained a clear distinction between the minutes of the assembly at Potchefstroom, 1844-45, those of the assembly at Ohrigstad, 1845-1849, and those of the assembly of the South African Republic at Derdepoort after 1849, since each group of documents represents a definite phase in the development of the assembly.

Each volume has been provided with separate indexes to persons, places, and subjects. Editing of the documents, in general, follows the rules established by the Historical Association at Utrecht, The Netherlands.

The publication section has made a promising start. It is to be hoped that the complete program may be carried out without interruption for the benefit of all interested in South African history.

BERTUS H. WABEKE

Washington, D. C.

American Missions in European Archives, by Roscoe R. Hill. (*Publicacion* Num. 108 of the Instituto Panamericano de Geografia e Historia. Mexico, D. P., 1951. Pp. 138, bibliography. $10.00 Mex.)

This extremely useful book describes the adventures of American scholars and organizations in collecting copies of historical materials relevant to American history in various repositories of Europe for use in this country. Beginning with the activities of Jared Sparks, Mr. Hill by a combination of chronology, methodology, and biography, has found a way to systematize and render intelligible the story of a highly complicated and multifarious set of operations. It was not Mr. Hill's responsibility to show it but, for the historian, the fact at once emerges that the intermittent responsiveness of our governmental organizations to intellectual impulsions has created a situation of considerable confusion. They do these things better in France — and in Germany, Switzerland, Sweden, and even in England.

The function of this book is different and obvious. For any student of

American history interested in European backgrounds, it must be an essential manual for the study of the European materials available in this country and also as an index to the collections from which those materials came. Not less, it is a useful guide for every scholar responsible for the development of a library. The complex of guides and documentary publications which are listed are themselves so numerous and varied that an objective listing is a great convenience.

Although the total American effort shows intermittence and inconsecutiveness, the mass of materials on which Mr. Hill reports reveals that the collection is more than respectable. Indeed, it may be doubted whether any other national society has shown such interest in the sources of its history in the archives of other countries. It reflects a promise inherent in the American situation. In spite of our present absorption in the nationalistic passion common to the whole Europeanized world, the United States is comprehensively European. One of the most favorable portents in all this activity is the collection of European archival material in general which the emergency of war inspired and which war conditions unfortunately interrupted at an early stage. If it were carried on, it might be possible to hope that from America might come the truly European history that its ecology dictates.

Mr. Hill's book is not only a great convenience for American scholars, but makes one think and impels to action. Its production is also a great credit to the *Instituto Panamericano* and to *Grafica Panamericano*, the printers.

F. L. Nussbaum

University of Wyoming

Virginia Gazette Index, 1736-1780, by Lester J. Cappon and Stella F. Duff. 2 vols. (Williamsburg, Va. The Institute of Early American History and Culture, 1950. Pp. x, 1314; 6 reels 35 m. microfilm. $75.00.)

An index to the files of the second oldest newspaper in the southern colonies, which is also the oldest colonial news-sheet of Virginia, should without doubt be of definite historical value. Even more valuable does it become when the approximately 1,700 issues of the paper which survive for the years 1736-1780, have been gathered from scattered repositories and published on microfilm to complement the two-volume index. And when this index is so compiled as to be a useful historical tool and not a mere alphabetical listing of names, places, and hit and miss subjects, then the index is indeed of great importance. Fortunately, these two volumes, work on which was begun in 1942 through the joint sponsorship of the Rockefeller Foundation and Colonial Williamsburg with additional support from the Institute of Early American History and Culture, will answer satisfactorily the quests of researchers in this field.

The compilers, who took over the task from the late Hunter D. Farish in 1945, have done an admirable job, stinting no effort in order to provide information on a wide variety of subjects. Not only have the news and editorial columns of the paper been indexed but also the advertisements have been combed in great detail. The index shows plainly how the *Virginia Gazette*

mirrored the life of that time. News copied from other papers has also been indexed, and subject-headings are given precedence over geographical places. There is more on imperial and colonial news than on British happenings of a local character. The headings and subheadings are arranged in a clear, understandable pattern with sufficient cross-referencing to meet the needs of the users. There is no attempt at "bunching" for the sake of economy (as is true in the indexing of so many government publications) and the result makes for greater facility in usage. The alphabetical arrangement is simple and easy to follow, and the abbreviations are consistent and not so condensed as to be confusing.

All in all, this is an index that users will find practical and helpful. Arranged on triple-column pages under a single alphabet and with continuous paging the columns are lithoprinted by Edwards Brothers, Inc., of Ann Arbor, Michigan. The type is sharp and distinct and myopic scholars will especially appreciate the clear, sizeable letters. The compilers may be very proud of this index. It should prove to be a valuable help to researchers in early American history for many years to come.

BERTHA E. JOSEPHSON

Columbus, Ohio

The Preparation of Preliminary Inventories. (National Archives, *Staff Information Circulars* [*Papers*], No. 14. [Washington] 1950. Pp. 14. Processed.)

Persons assigned for the first time to the preparation of inventories of records of government agencies will find their task immeasurably simplified as a result of the careful work which has gone into the preparation of National Archives *Staff Information Circular* No. 14, which appeared in May, 1950. This circular is concerned with the purpose, scope, organization, content, style, and format of preliminary inventories which, it explains, "should cover all records of a record group that have been transferred to the National Archives." Prepared as a technical guide, the pamphlet necessarily focuses on such technical matters as analysis of series, grouping of series, title entries, and the like. Meticulous in its detail, the document includes numerous examples of the classification of correspondence and its arrangement in an inventory. It will serve as a brief but first-rate manual on the identification and description of official records. When all is said and done, however, even bureaucrats interested in retrieving file cases need a sense of humor.

The Saturday Evening Post in its issue of July 15, 1950, by some odd chance, selected a similar circular for a roasting. Undoubtedly, the thing that is called for is not a book review but an encomium on conscientious, sincere, and able, but unimaginative and lackluster servants of the people. If we are to sell administrators on archival *economy* (underlining supplied) we shall have to sell them with pinker (in the medical sense) pills.

JOHN C. L. ANDREASSEN

Library of Congress

Principles of Arrangement. (National Archives, *Staff Information Papers,* No. 18. [Washington] 1951. Pp. 14. Processed.)

The Control of Records at the Record Group Level. (National Archives, *Staff Information Circulars* [*Papers*] No. 15. [Washington] 1950. Pp. 13. Processed.)

The Preparation of Detailed Lists of Records. (National Archives, *Staff Information Papers,* No. 17. [Washington] 1951. Pp. 27. Processed.)

The principle of *respect des fonds* is the logical starting point for the discussion of *Principles of Arrangement.* After a brief elaboration of its meaning, reasons are adduced as to why it has become accepted so widely. These include the protection that its enforcement gives to the integrity of the records, the light that is thrown on the meaning of the records, and the simplicity that ensues in arranging them. The heart of the matter, however, is the description of the techniques of arranging on the level of record groups, subgroups, series and file units.

Closely related in content and referred to in the above discussion is the circular [paper] on *The Control of Records at the Record Group Level.* It deals with establishing record groups, then briefly with allocating records to particular groups, and finally with preparing registration sheets and lists of finding aids and restrictions statements. The principles for establishing the record groups contain the real message of the circular. This section is the distillation of the experience of five years. It is a minor misfortune that no principle of division was used in listing these seventeen points. After discussing the coverage and size of record groups, the pamphlet wades into eleven types of records, ranging from those of "bureaus" through those of "predecessor agencies" to "transferred records." In these cases deductions are stated that have been arrived at from handling such kinds of records and arranging them into the major archival units which are called record groups. These principles of action are well expressed and demonstrated from National Archives experience. This central section of the text is then concluded with more general considerations on closing, naming, and numbering the groups and preserving provenance.

The final item among these information papers issued by the National Archives to its staff, "for the purposes of technical instruction and guidance," describes the preparing of detailed lists of records. This process goes well beyond the registration statements that supply information on record groups and even the inventories that describe units of records at the series level. It is not part of the regular routine of supplying finding aids for Federal records. The first stated purpose of this paper is to consider, "the special determinations that must be made as to when a detailed list should be undertaken and what such a list should include." After one page, however, the material is concerned with the types of listing that are suitable — whether that of subjects derived from a file unit or from an analysis of records — and the arrangement and style of entries. The style of listing documents is given in clear hand-book fashion.

These archival principles and procedures are described in practical fashion

with an awareness of the helpfulness of example. Occasionally the non-governmental archivist might wish for more unraveling of the jargon which is not part of his everyday experience, but after all these papers are for intra-mural purposes. Those outside the field of Federal records will find these items of more than academic value only in so far as they can adapt them by analogy to their own establishments.

HENRY J. BROWNE

The Catholic University of America

The Preparation of Records for Publication on Microfilm. (National Archives, *Staff Information Papers,* No. 19. [Washington] 1951. Pp. 18. Processed.)

This *Information Paper* has been issued for purposes of technical instruction and guidance of the archivist assigned the task of preparing for microfilm publication records in the National Archives, so that they may be available for use in microform at places other than Washington, and so that they may be protected from destruction resulting from use or from war. The publication program is exceptionally broad in scope, embracing in its sweep all records that are considered important in accordance with principles set forth for determining what records are to be microfilmed and in what sequence. One is particularly impressed with the soundness of the principles governing the selection of records. For example, one of the major considerations in selection is the requirement that records microfilmed should have a high research value for a number of different fields of study; and another is that all of the various series of records relating to the same subject should be published, even to the extent of including records of several different agencies.

Likewise the interests of the researcher are especially favored in the principles governing the physical arrangement of the records on the film, and in the use of identification and finding aids to disclose just what is on each roll and where thereon specific contents may be found. Some of the rules observed to achieve these ends are the placing of indexes, registers, and other finding aids before the records proper; the preparing of an introduction for each microfilm publication that orients the reader as to the origin, value, and completeness of the records, together with information as to related sources not contained in the microfilm publication.

The guiding principles are classified under the following headings: "Selection of Records for Inclusion in the Program," "Delimitation of Microfilm Publication Projects," "Arrangement of Records for Microfilm Publication," "Division of Records into Microfilm Rolls," "Preparation of Insert Pages," "Special List of Documents," "Roll Notes," "Target Sheets," and "Preparation of Accompanying Pamphlet."

The *Information Paper* is of value to archivists generally and to persons interested in records in the National Archives. Any archivist confronted with the problem of preparing records for micropublication may adjust the governing principles set forth in the paper to his own problem and know that he is proceeding on a sound basis. From the paper, also, the scholar may learn just what to expect in the microfilm publications of the National Archives.

On the technical side it would have been helpful to include a table of standard reduction ratios for various manuscript page and type sizes. Operators of microfilm cameras need such guidance to insure the best possible results. In a micropublication program as large as that of the National Archives it seems that the economies of microprint should be permitted to apply in the reproduction of records that are in printed form. The economy of microprint over microfilm would permit a wider distribution of the records if published in microprint. The principles set forth in the *Information Paper* would apply the same in either case.

EDGAR L. ERICKSON

University of Illinois

Population Schedules, 1800-1870. Volume Index to Counties and Major Cities. (*Special Lists.* Number 8. Washington, D. C. The National Archives and Records Service, General Services Administration, 1951. Pp. v, 217. Processed.)

This is the latest in the "Special Lists" describing the contents of certain important records groups in the National Archives. It shows what census schedules the Archives has for each State, Territory, county, and a few large cities for the period 1800-1870. The 1790 schedules are not included because the extant censuses for that year were published and thoroughly indexed in the *Heads of Families at the First Census of the United States Taken in the Year 1790* (1908). *Special List* No. 8 is useful for all students of local history, but genealogists will find it especially valuable as a ready-reference volume showing the States, counties, and years (together with volume numbers) for which schedules are available at the National Archives. The years for which volumes are missing are carefully noted.

MILTON RUBINCAM

National Genealogical Society, Washington, D. C.

Index to 101 Years of Chicago, Burlington & Quincy Official Minute Books and Records on 35 mm Microfilm 1849 to 1950, prepared by the Division of State Archives, State Historical Society of Colorado. *Bulletin* No. 1. (N. p. May, 1951. Pp. 14. Hectographed.)

Index to Materials Received from The Midland Terminal Railway Company, Colorado Springs, Colorado, prepared by the Division of State Archives, State Historical Society of Colorado. *Bulletin* No. 2. (N. p. May, 1951. Pp. 9. Hectographed.)

The first index is a boon to researchers seeking data on the CB&Q, the Colorado and Southern, and their predecessor companies. It reveals the type of material available, the dates covered and the microfilm roll numbers. The C. E. Perkins Papers (restricted) and the secondary works receive the same clear treatment. According to State Archivist Dolores C. Renze the microfilm work was done over an eighteen months' period as a project for the benefit of

the State Historical Society of Colorado, the Western History Division of the Denver Public Library, the Newberry Library, and the railroads themselves. It reflects the encouraging trend: to preserve and centralize historical records via microfilming.

Archivists recognize a familiar pattern in the second index. It represents only what the Historical Society could salvage of the Midland Terminal Railway Company's primary records. Between the time the material was marked for transfer and final corporation approval to remove it, the storage building was vandalized and, to quote State Archivist Renze, "the records presented a picture not unlike the aftermath of a bombing." Even so, what is preserved is most valuable, covering certain periods of the Colorado Midland, Colorado Springs & Cripple Creek, Colorado Springs Florissant, Cripple Creek Central, and kindred railroad companies. Forty-nine sugar beet industry photographs are also indexed.

LAURA E. ARMITAGE

Chesapeake and Ohio Railway Company

Papers of Robert F. Weitbrec. (*Bulletin* No. 3. Denver. State Historical Society, 1951. Pp. 6. Hectographed.)

Index to Colorado Newspapers on 35 mm. Microfilm. (*Bulletin* No. 4. Denver. State Historical Society, 1951. Pp. 7, unnumbered. Hectographed.)

Research scholars with a particular flair for railroad history as well as those interested in the development of the American West will be delighted to learn of the acquisition of the papers of Robert F. Weitbrec by the State Historical Society of Colorado. *Bulletin* No. 3, July 1951, prepared by the Archives Division of the society describes the documents pertaining to this enterprising engineer, who in the 1870's, became associated with William J. Palmer, builder of the Denver and Rio Grande Western Railroad. As supervisor of construction, Weitbrec directed the railroad labor gangs during the company's "Royal Gorge War" with the Santa Fe Railroad. His other managerial responsibilities included assistance in building the Rio Grande Western in Utah, initial construction of the Mexican National Railroad into Mexico City, and the completion of the first wagon road to the top of Pike's Peak. Weitbrec's personal notebooks, 1872-1888, contain significant correspondence with General Palmer as well as maps, charts, financial records, and information relating to all major phases of railroad building. The size of the collection, however, is not indicated in the *Bulletin*.

Bulletin No. 4, September 1951, provides an index to the microfilmed Colorado newspapers on file in the State Historical Society in Denver. One hundred and sixteen papers, representing 54 counties and covering the period 1859 to the present, are listed.

REYNOLDS M. WIK

Mills College

A Guide for Collectors of Manuscripts, by Lucile M. Kane. (*Service Bulletin* No. 1. St. Paul. Minnesota Historical Society, 1951. Pp. 15. Mimeographed.)

Selected Subject Headings used by the Manuscripts Department of the Minnesota Historical Society, by Lucile M. Kane. (*Service Bulletin* No. 2. (St. Paul. Minnesota Historical Society, 1951. Pp. 19. Mimeographed.)

Interviews and Reminiscences, by Lucile M. Kane. (*Service Bulletin* No. 3. St. Paul. Minnesota Historical Society, 1951. Pp. 8. Mimeographed.)

Since its founding, in 1849, the Minnesota Historical Society has continued to work toward promoting a greater consciousness of the significance of Minnesota's history. An appreciation of the significance of local history has been particularly emphasized, and, in this connection, as early as 1856, the charter of the society specifically mentioned the collection of manuscripts as one of the objectives of the institution. This emphasis on the collecting of manuscript materials has recently been accentuated through the establishment of county historical societies, each affiliated with and approved by the State historical society. Minnesota now has in each of its 87 counties an organization working for the collection and preservation of historical materials; the combined membership of these societies totals over 10,000 persons. These allied societies, new growth from the parent society, naturally look to the State organization for directions and assistance in carrying out their own activities.

The three *Service Bulletins* under discussion have been planned with view to their use in this connection. They are the work of Miss Lucile M. Kane, who as curator of the division of manuscripts, directs the collecting within the State society, and likewise works toward promoting a historical consciousness elsewhere.

Service Bulletin No. 1, *A Guide For Collectors Of Manuscripts*, has been prepared with view to directing the attention of collectors in local societies to the types of records commonly found worthy of preservation. The historical value of diaries, letters, scrapbooks, business records, personal documents, and other types of records, is commented on in turn, followed by broad treatment of the most practical method of dealing with the problem of processing these groups. Accessioning and cataloging are discussed, and the necessity of using only the simplest type of cataloging in the local society, where the service of a trained cataloger will generally not be available, is properly taken into account; practical information on simple methods of cataloging, illustrated with sample cards, is also given.

Attention is directed to the vastness of the records collecting problem, and the limitations which the larger institutions and societies must impose upon their collecting activities. In this connection, the importance of the work of local societies in assuming responsibility for collecting certain records, which should of course be listed in the files of the State society, is strongly emphasized.

Service Bulletin No. 2, *Selected Subject Headings*, makes readily available for the local societies the State historical society's adaptation of the standard Library of Congress list of subject headings. The compiler has prefaced the list with the explanatory information necessary to the adapting of this list by

untrained personnel; these remarks are primarily directed toward pointing out the necessity of being consistent as to the form used in the application of subject headings, and the use of care and imagination in applying them to the materials being cataloged.

Service Bulletin No. 3, *Interviews and Reminiscences*, is intended for use as a guide to effective interviewing. The collecting of reminiscences of ordinary individuals has been one of the activities of the State society since 1870, and today, these personal recollections of those who figured in "pioneer history," constitute one of the treasured possessions of the society.

The conception of these interviews has been broadened to include interviews with representative individuals engaged in the various activities of contemporary life. With such a broad field for inquiry, a guide to the factors to be observed in choosing individuals to be interviewed, and the most effective methods for obtaining the desired information, is essential. This third service bulletin gives practical information on the essential points in these considerations.

As has been pointed out, each of the three *Service Bulletins* has purposely been limited to a brief, elementary treatment of its subject matter. They should be of much practical use in the individual societies, for which they were primarily intended, and should also find general use wherever a summary presentation of the problems pertaining to building up manuscript collections is needed.

JOHN W. DUDLEY

Richmond, Virginia

Historical Manuscript Commission. *Exhibition of Notable Documents from Private Archives.* (London. His Majesty's Stationery Office, 1951. Pp. 36. 2 shillings.)

The reader would be well advised to overlook the title, leave the introduction for future reference, and plunge into the catalog with its vivid descriptions of 101 of the 104 items exhibited at The Old Hall, Lincoln's Inn, from 25 June to 7 July, 1951, in connection with the Festival of Britain. Items 3, 10, and 29 were not available when the catalog was prepared. The items date from the twelfth to the twentieth century.

The Historical Manuscript Commission and the British Records Association no doubt intended to restrict the exhibits to documents in private archives. Sir Hilary Jenkinson, in the introduction, tells us that such an exhibition on a small scale had been brought together for one night, in 1937, and that the term "private" had been interpreted as including "semi public" bodies such as the City Companies, and Inns of Court. Perhaps it was the Festival spirit, perhaps the desire that every exhibit should have historical significance, that led to departure from this plan. Actually the list of exhibitors includes the British Transport Commission, the Mayors and Corporations of Bristol, Guildford, London, and Warwick, and the Huntingdon County Council, as well as the Inns of Courts, City Companies, Colleges, and private exhibitors.

The documents are manuscripts, manuscript volumes, maps, plans, a portrait, and inscriptions in silver on the Westminister Tobacco Box. The last item was introduced as evidence in a chancery case heard in Lincoln's Inn, in 1796. The exhibits of the British Transport Commission are from the records of a canal company and a railway company. One would like to know how and when these came under the control of the British Transport Commission, and why they should not now be regarded as public records.

There can be no doubt that the result of going far afield has been that each exhibit has a special fascination or significance. No. 12 "A Medieval Forest Map," 1376, turns out to be a map of Sherwood Forest. No. 46 "Inventory of Household Furniture," 1583, is the volume used by Sir Walter Scott when writing *Kenilworth*. It is open at a list of pictures which include those of Queen Elizabeth, Amy Robsart, and the Countess of Essex. Both of these examples are privately owned — the first by the Duke of Rutland, the second by Lord De L'Isle and Dudley.

The catalog is innocent of editorial policy which might have provided for descriptions as to the size and the state of preservation of the exhibits, on which one can only pick up scraps of information here and there. This reviewer's copy was proof read and edited after printing. Sir Hilary Jenkinson explains that the work was done by trained and by volunteer helpers, working under difficulties. The resulting uneveness is understandable and the hand of the expert is to be seen in exact terminology with economy of words. No doubt one must attribute to the pen of some less experienced helper the delightful ambiguity of the detached sentence, of No. 94, which reads, "Oddly enough Jane Austen's first cousin, who married her brother, Henry, was a god-daughter of Warren Hastings."

Norah Story

Public Archives of Canada

Archives, numéro special de L'Éducation nationale, Organe hebdomadaire de l'Enseignement Public (Paris, Musée Pédagogique, 29, rue d'Ulm, [1951]. Pp. vii, 56.)

Issued to commemorate an exposition of "A Half Century of History" presented at the National Archives in Paris, this publication is an interesting one to the archivists of other countries for the over-all picture it gives of the archival organization of France. It is divided into three parts: an introduction on "France and Its Archives," Section I on "Archives: Organization, Methods, Techniques"; and Section II on "Archives: Research, Education, Documentation." The introduction, containing general information, is by Charles Braibant, Director of the Archives of France, under whose supervision are all the archives of France — national, departmental, and local. Most of the numerous articles making up the two sections are written by other archivists. The first part of Section I, on public archives, contains brief treatments of the Direction of the Archives of France, the National Archives, and the archives of the ministries of Foreign Affairs, War, Marine, and Colonies, the

departmental archives and their administrative organization, and communal and hospitallier archives. These articles contain historical information, general descriptions of records, and statements of the value of the records for research. The second part of Section I, on private archives, concerns the archives of families, archives relating to the common people, notarial archives, the importance of preserving archives, archival techniques, and technical instruction.

The first part of Section II discusses the value of archives for research in the history of civilization, the Revolution and the Empire, literature, art, economic history, local history, and the history of medicine. The usefulness and availability of archives for the history of education is then briefly discussed. Under the heading of "Documentation" are descriptions of the Museum of the History of France and the museum of the departmental archives of Auch, and the development of departmental centers of administrative documentation since 1946 to meet the needs of current governmental administration. The inclusion of numerous pictures and illustrated advertisements adds considerably to the interest of this publication.

Henry P. Beers

National Archives

News Notes

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Department of State
Washington, D. C.

SOCIETY OF AMERICAN ARCHIVISTS

Over 150 archivists, records administrators, and manuscripts curators attended the fifteenth annual meeting of the Society of American Archivists held at Annapolis, Maryland, on October 15 and 16. Registrants were noted from the United States and Canada and included an archivist from the Union of South Africa, C. F. J. Muller, who is making a survey of materials relating to the Union in United States depositories.

The first day's session began with a discussion of the educational value of archival displays. Dorothy C. Barck, librarian of the New York Historical Society, Elizabeth E. Hamer, publications officer of the Library of Congress, and Lucile Kane, curator of manuscripts, Minnesota Historical Society, contributed papers to this session. Wayne C. Grover, Archivist of the United States, presided.

Lester J. Cappon, archivist of Colonial Williamsburg, and Karl L. Trever, editor of this journal, provided one of the most stimulating sessions on the program with their papers on the archival profession. The chairman of this session was Luther H. Evans, Librarian of Congress.

On Tuesday Vernon D. Tate, director of libraries, Massachusetts Institute of Technology, described the latest equipment and techniques in "A Survey of the Field of Microreproduction." At the luncheon held at the Commissioned Officers' Mess, United States Naval Academy, David C. Mearns of the Library of Congress presented an amusing yet incisive paper which dealt particularly with the problem of literary property rights in unpublished papers and the need for the production of indexes and other detailed finding aids.

Archival publication programs were discussed from two different points of view in the first half of the afternoon's session by Fred Shelley, librarian of the Maryland Historical Society, and Philip M. Hamer, executive director of the National Historical Publications Commission. In the second half, short papers were read by several archivists recently entered on top administrative duties — Mary G. Bryan, archivist of the Georgia Department of Archives and History, Robert M. Brown, archivist of Minnesota, Henry Edmunds, archivist of the Ford Motor Company, W. F. Burton, archivist of North Carolina, and J. H. Easterby, director of the South Carolina Historical Commission — completed the formal program of the meeting.

The Committee on Local Arrangements, headed by Morris L. Radoff, is to

be congratulated on the excellence of the planning and of the entertainment and not a little on the balmy weather Annapolis displayed for the Society.

NATIONAL ARCHIVES AND RECORDS SERVICE

In addition to the four Federal Records Centers established last year in Washington, D. C., New York City, Chicago, and San Francisco, the National Archives and Records Service has established four more Centers this year. The new centers are located in Dallas, Texas; Denver, Colorado; Atlanta, Georgia; and St. Louis, Missouri. The one at St. Louis, it is planned, will eventually contain the personnel records of former civilian employees of the Federal Government. As of October 30, 1951, this group of centers had brought into their custody over 850,000 cubic feet of records. With the exception of the nation-wide holdings of the St. Louis center, each of the other centers serves a regional area.

Virtually coincident with the establishment of the St. Louis center, the National Archives and Records Service is re-issuing a revised "General Schedule," Government-wide in applicability, covering the disposition of all types of civilian personnel records. A similar revised schedule, covering fiscal records, including procurement and accounting activities, is expected to be released before the end of the year. These two schedules alone will provide authority for the eventual disposition of over 8 million cubic feet of records within the Government.

Records management surveys by the National Archives and Records Service have been just finished or are in progress in the Veterans' Administration, the Federal Security Agency, the Smithsonian Institution, the Federal Trade Commission, and the Civil Service Commission. All the new emergency agencies have been assisted in establishing a records management program as provided in the Federal Records Act of 1950.

Among recent National Archives accessions are microfilm copies (17,595 rolls) of project files, and of fiscal, accounting, and other records of the Washington and State offices of the Work Projects Administration and its predecessors, 1933-44; and records of the Inaugural Committee in charge of the Presidential inauguration in 1949, including some records pertaining to the 1933, 1937, and 1941 inaugurations.

Positive microfilm prints of Territorial papers of the United States Senate 1789-1873 (11 rolls); and schedules enumerating Union Veterans and Widows of Union Veterans of the Civil War, 1890 (19 rolls) are now available through the National Archives microfilm publication program.

Preliminary inventories of the records of the Petroleum Administration for War, the Accounting Department of the Office of Price Administration, and the Bureau of Ordnance have recently been published. A limited number of copies of these publications are available upon request.

John P. Harrison of the University of California at Berkeley is now Latin American specialist at the National Archives. Dr. Harrison has travelled extensively in Colombia, where he supervised a microfilming project for the

University of California and conducted independent research on the Colombian tobacco industry, 1764-1885. As a result of recent changes in the assignment of National Archives personnel, Dallas D. Irvine, Marcus W. Price, and Philip C. Brooks have been designated chief archivists of the War Records Branch, the Audio-Visual Records Branch, and the Diplomatic and Judicial Records Branch (formerly the General Records Branch), respectively. Karl L. Trever has been named chief of the Exhibits and Publications Section, succeeding Mrs. Elizabeth E. Hamer, who has transferred to the Library of Congress.

Recent visitors at the National Archives included Dr. Mohsen Nasr, Director General of the Ministry of Interior of Iran; Miss Norah Story, Curator of Manuscripts at the Public Archives of Canada; Dr. Joseph Mayerhoefer, of the Austrian National Library in Vienna; and Dr. C. F. J. Muller, Archivist of the Union of South Africa.

TRAINING OF ARCHIVISTS

Intensive courses in archives administration and genealogical research will be offered by The American University, Washington, D. C., beginning June 16, 1952. Government agencies cooperating in one or both of these courses include the Library of Congress, the National Archives and Records Service, and the Maryland Hall of Records.

The eighth *Institute in the Preservation and Administration of Archives* will open on June 16, and continue through July 16, 1952. In addition to lectures, the Institute provides laboratory experience in the National Archives, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records. Special lectures and laboratory experience will be provided for those concerned mainly with the administration of current records. Ernst Posner, professor of history and archives administration at The American University, will be director of the Institute.

The third *Institute of Genealogical Research* will be offered from June 11, through July 3, 1952. Under the direction of Meredith B. Colket, Jr., of the National Archives and Records Service, it will provide lectures on sources and methods of genealogical research and laboratory work.

The *Institute in the Preservation and Interpretation of Historic Sites and Buildings*, first offered in the summer of 1949, will not be repeated in 1952.

Further information may be obtained from the Office of the Director, School of Social Sciences and Public Affairs, The American University, 1901 F Street, Northwest, Washington 6, D. C. (Telephone: Sterling 4940).

A second Records Management Workshop is being conducted at the Downtown Center of the University of Chicago during the winter quarter. Under the leadership of Vera A. Avery, file consultant, and Frieda Kraines, records and library supervisor, Chicago Park District, the workshop is designed to cover the general and individual problems met in the establishment and operation of a complete records program. Special emphasis will be placed upon the management of current records, the retention and disposition of records, and

the problems and technique of microfilming. Registration has been limited to twenty-five in order that the workshop activities may be focused on the individual experiences and problems of group members.

An archives fellowship has been created by the Margaret I. King Library, University of Kentucky, for the fiscal year 1951-1952 or for the academic year. The fellowship carries a stipend of 100 dollars a month with part-time work assignments under the direction of the University of Kentucky archivist. If possible, projects are to be related to the fellow's interest. Partial loads may be carried in any academic department, and the fellow may become a candidate for a degree. The fellowship is renewable. For information about future offerings of this fellowship, apply to the Director of Libraries, University of Kentucky, Lexington, Kentucky.

The French Ministry of National Education has announced a course in microfilm techniques, beginning October 1, 1951, at the Technical School of Photography and Cinematography. Candidates for this course were permitted to choose one of three terms: a three-months' instruction for microfilm operators, a year's instruction for microfilm specialists, or a two year course to develop technicians in documentary photography, including microfilm.

LIBRARY OF CONGRESS

The new assistant chief of the Manuscripts Division, Robert H. Land, entered on duty November 15, 1951. Formerly librarian of the College of William and Mary, he also served at the College as instructor in history and as archivist.

Elizabeth E. Hamer, since 1942 on the staff of the National Archives and at the time of her transfer chief of the Exhibits and Publications Section, was appointed information and publications officer in the Library of Congress on August 1.

Dan Lacy, who has served as deputy chief assistant librarian since 1950, became chief of the Overseas Information Centers Division of the Department of State on September 17. Some years ago Mr. Lacy was director of operations at the National Archives.

The library discontinued its operation of the microfilm laboratory in the Biblioteca Benjamin Franklin in Mexico City on June 30, 1951. This laboratory, operated as a branch of the library's Photoduplication Service since November 1948, some 1,258,000 microfilm exposures of research materials found in Mexico. As soon as editing, listing, and descriptive work has been completed, the Library of Congress will publish a sales catalog of the material filmed. The Museo Nacional de Historia has acquired the laboratory equipment, and now is offering a complete microfilm service.

The sons of John Campbell Merriam, distinguished paleontologist and educator, have presented to the library his papers, which cover his work as chairman of the National Research Council, as president of the Carnegie Institution of Washington, and as regent of the Smithsonian Institution. The papers of Robert Wickliffe Woolley, have also been received. They are mainly

concerned with his activities for the Democratic National Committee in the 1912, 1916, and 1920 campaigns, with his service as director of the U. S. Mint, 1915-1916, and with his duties as a member of the Interstate Commerce Commission, 1917-21.

The American Academy of Arts and Letters has deposited its valuable collection of more than 400 manuscripts with the library. The manuscripts are mainly of the nineteenth century and include documents written by American and European public figures, writers, artists, composers, scientists, and inventors of that time. An almost complete set of letters of Presidents of the United States includes unpublished manuscripts of George Washington and Abraham Lincoln.

Recent additions to the library's collection of reproductions of foreign manuscripts of American interest include microfilm copies of twenty-two volumes of Foreign Office records in the Public Record Office in London, containing correspondence of the British Minister to the United States, 1879 to 1881; and of nine volumes and thirteen cartons of consular correspondence and records, mainly of the eighteenth century, in the "Affaires Étrangères" series of the Archives Nationales in Paris.

AMERICAN LIBRARY ASSOCIATION

David C. Mearns, chief of the Manuscripts Division, Library of Congress, is chairman of this year's Committee on Archives and Libraries of the American Library Association. His committee is composed of Paul M. Angle, director of the Chicago Historical Society, Julian P. Boyd, librarian of Princeton University, Colton Storm, director of the William L. Clements Library, University of Michigan, and Robert W. G. Vail, director of the New York Historical Society.

MID-WEST CONFERENCE ON RECORDS MANAGEMENT

The twentieth annual Mid-West Conference on Records Management was held in Chicago on October 19. The keynote address was delivered by Lillian M. Gilbreth, noted writer and prominent management engineer. Other speakers heard were Cabot Stein, head of the Department of Photographic Reproduction, University of Chicago, who discussed "Unusual Applications of Microphotography"; John B. Crowley, general office manager of the United States Gypsum Company, who spoke on "The Work Simplification Approach to Records Management"; and Dr. Melchior Palyi, economist and consultant, who discussed "The Long Range Economic Outlook."

FOREIGN NEWS

Austria

Dr. Lester Born of the staff of the Library of Congress recently visited Vienna in response to a request to the American Legation to have an American archivist examine the storage conditions in the several components

of the Austrian State Archives. Dr. Born, who made the survey under the auspices of the Department of State, submitted a summary report to the director general of the Archives.

Canada

The Royal Commission on National Development in the Arts, Letters and Sciences, created on April 8, 1949, to make inquiry and recommendations upon Canadian policy in the fields of radio, television broadcasting, motion pictures, museums of art and history, archives and the care of public records, the Library of Parliament, grants and scholarships, "the eventual character and scope of the National Library," relations with UNESCO, and relations with voluntary bodies working in all these fields, has issued its report, a 517-page volume accompanied by a supplementary volume containing studies prepared for the commission during the course of its investigations. This report, popularly called "the Massey report" after the chairman of the commission, the Rt. Hon. Vincent Massey, contains a general survey and appraisal of all cultural activities in Canada and the commission's recommendations in a number of different fields, including "Federal Libraries" and "Public Records and Archives." The report will be reviewed, if possible, in the *American Archivist.*

Cuba

The Sociedad Colombista Panamericana of Havana, Cuba, has distributed a 90-page report entitled *Primera Reunion Interamericana del Comite de Archivos* on the meeting held in September 1950 under the auspices of the Committee on Archives of the Commission on History of the Pan American Institute of Geography and History. The report includes also an account of the actions with reference to archives taken at the General Assembly of the Institute at Santiago de Chile in October.

India

According to mimeographed reports issued at intervals of a few months by the National Archives of India during 1951, that agency is vigorously pursuing an up-to-date archival program. In addition to the reassembling and reconstruction of many completely dismembered record groups, the Archives is acquiring non-current records of Indian ministries and agencies, filling the gaps in its collections by means of transcripts from abroad, microfilming old records already in its custody, conducting research on the preservation of archives, and conducting outstanding editing and publication work. The latest issue of *The Indian Archives* to arrive in this country (July-December 1950, published August 1951) is entirely devoted to the memory of the great Belgian archivist, Joseph Cuvelier, who died in 1947. The table of contents of this issue is an indication of its scholarly worth:

Joseph Cuvelier, by Surendranath Sen
Joseph Cuvelier: a tribute, by Eugenio Casanova
A Bibliography of Joseph Cuvelier, by Mme. Jenny C. Cuvelier

Molière and Archives, by Sir Hilary Jenkinson
Note on Some Minor Records as Materials for History, by Rev. Claude Jenkins
The Custody of Records in Roman Egypt, by Sir Harold Idris Bell
Archives and Their Make-up in Ancient India and the Countries with Indian Culture, by Jean Filliozat
Max Lehmann and the Genesis of the "Principle of Provenance," by Ernst Posner
On Indexing Medieval Record Works, by Sir Cyril T. Flower
Archives and War, by Lester K. Born
A Note on the Development of Records Centres in the United States, by Wayne C. Grover
The Protection of Archives: Some Lessons from the War in Italy, by H. E. Bell
Private Archives in England, by G. E. G. Malet
The National Library of Wales and the Custody of Welsh Records, by Evan D. Jones
The Archivist and the Administrator, by B. S. Baliga
Archive and Ministry, by Roger H. Ellis
The Historical Manuscripts Commission, by R. L. Atkinson
The Historical Association of England and Wales and the Study of Local Archives, by R. F. Treharne
The Correspondence of David Scott, Chairman and Director of the East India Company, 1787-1805, by C. H. Philips
The Letters of Benjamin Joy, First American Consul in India, by Holden Furber
Town Records in New Hampshire, by Richard G. Wood
Presidential Address delivered at the First International Congress on Archives, by Charles Samaran
Report on a Scientific Mission to German, Austrian, and Swiss Archives, by Joseph Cuvelier

The twenty-seventh session of the Indian Historical Records Commission was held at Nagpur on December 26 and 27, 1950, and a typed copy of the proceedings has just come to hand. The Minister of Education, whose address was delivered in his absence, laid great emphasis on the need for cooperation between universities and learned societies and archivists if India's gigantic records problems are to be solved. How best to prepare a comprehensive national register of records in public, semipublic, and private custody was one of the most important topics discussed at the business meeting. The recommendation of the commission was that machinery be set up immediately for the commencement of a compilation on a limited scale and that a nucleus should be appointed for making an experimental survey in the Delhi-Punjab area for three years to start with. The Research and Publication Committee suggested that all State Governments should furnish the secretary with copies of existing rules governing their current records with a view to enabling him to evolve a uniform principle that would provide adequate safeguards against the destruction of records having possible research values.

Purnendu Basu, officiating director of archives, National Archives of India, left on April 1, 1951, to take up new duties in the United Nations Archives, New York. His place has been temporarily filled by P. N. Kirpal, deputy secretary to the Government of India, Ministry of Education.

Iraq

Gurgis Awad, chief librarian at the Iraq Museum in Baghdad, whose visit to the United States in 1950 was noted in these pages, has now published a

report on his trip entitled *A Visit to Some Libraries in the United States* (Baghdad, 1951. 111 p.). Written in his native language, its notes on the holdings of Arabic manuscripts of several libraries and archives in the United States have already prompted inquiries from countries in the Near East concerning reproduction or exchange of manuscripts.

Italy

The *Microfilming Clearing House Bulletin* no. 9, issued as a supplement to the Library of Congress *Information Bulletin* for September 3, 1951, reports that Servizio Italiano Microfilm, vicolo de Burrò 165, Rome, operating in Rome and other Italian cities, can provide microfilms or photoprints of newspapers, manuscripts, or books in public or private collections insofar as materials are available for reproduction. (The Vatican Library operates its own microfilm service.) It should be noted that according to law a print must be deposited in the library where the filming is done for every copy made. In some instances, however, this requirement may be waived. If required, the cost of the duplicate print must be borne by the purchaser. The firm will also, in return for a fee, conduct investigations to determine the existence of significant material in a particular field. A schedule of fees may be obtained on application to the service at the above address.

CONNECTICUT

William Robertson Coe of New York has presented to the Yale University Library fifty-three manuscript maps of the Lewis and Clark expedition.

ILLINOIS

Archivists throughout the country may well take a lesson in the art of public relations from the Illinois State Library. Recognizing the need for acquainting the public with the services available at the Archives Section, the library illustrated a variety of these services in an exhibit at the Illinois State Fair in August, 1951. By using pictures, charts and posters, the exhibit described the relationship of the Archives Section to the other agencies of the State Government, to historians and genealogists, and to the preservation of "historical treasures." Pictures of laboratory equipment and techniques were displayed, as well as reproductions of some of the documents, and requests for information from the archives.

In connection with its program of assisting county officers with their record problems and encouraging the microfilming by the counties of their essential records, so that microfilm copies can be placed in the archives as insurance against loss by fire, the exhibit included photographs of the fire which destroyed the Brown County Courthouse at Mt. Sterling. Publicity was given to the counties which have cooperated in the microfilm project.

The Illinois Civil Service Commission held written and oral tests in October for two grades of archival assistant and four grades of library

assistant. In case not enough qualified applicants had filed for these examinations by September 14, the law permitted the examination of persons who were not residents of Illinois. The results of the examinations have not yet been announced.

Architects' and engineers' working drawings and specifications and other material relating to significant Chicago and midwestern buildings are being microfilmed as a cooperative project developed by the University of Illinois and the Burnham Library of Architecture of the Art Institute of Chicago. The aim of this project is to accumulate an archive of microfilms that will record and preserve the history of architecture in this area. Drawings and other significant documents are sought in the offices of architects, engineers, builders, real estate managers, and building owners. Eventually drawings and records of buildings of all periods and types will be recorded on microfilm, but thus far the project has concentrated on recording the history of the skyscraper and "skeleton-frame" development in Chicago. The microfilms are available for study by historians and scholars at the Burnham Library and at the University of Illinois at Urbana. Inquiries should be addressed to John Replinger, Microfilming Project, Burnham Library, The Art Institute, Chicago 3, Illinois.

MICHIGAN

In April 1951 the National Records Management Council presented its report, *Target Red Tape*, to the Michigan Joint Legislative Committee on Reorganization of State Government. The project staff of eleven members was headed by Emmett J. Leahy, director of the council, and included Philip Peck, Michigan Department of Administration, Arlon G. Ley, Detroit Bureau of Governmental Research, Glenn Cummings, Auditor General's Office, and Lewis Beeson, Michigan Historical Commission. Cooperating in the study of records and their care were the State Departments of Conservation, Administration, Health, and Highway, and the Civil Service Commission, the Michigan Historical Commission, and the Auditor General. The study was made possible by a grant of $20,000 from the Kellogg Foundation. The Michigan State Office Building fire in February brought the need for a reevaluation of records management into sharp focus, and the report has created considerable interest.

The study completed by the project staff is more than a theoretical treatise on the advantages of records management. The legislative committee set up a pilot records management installation in the Department of Conservation, involving a complete review of all the paper work in that department, and similar pilot installations in the Departments of Administration, Health, and the Civil Service Commission, reviewed, on a sampling basis, the paper-work in those departments. As a result, an estimated savings of $149,000 a year have been made in the cost of the paper work and record keeping in these departments alone. The adoption of the same methods by all the departments and agencies of the State would save an estimated $1,100,000 annually.

The project staff had two basic objectives: (1) to show how to cut down

and streamline paper work by effective control of records making; and (2) to improve record keeping, destroy useless records, transfer inactive records to a scientifically planned storage, and evaluate microfilming projects. In order to achieve these objectives, it recommended the establishment of a records management administration for the State Government, which should regulate a flow of records by setting up schedules of destruction and preservation, and create and administer a State Records Center. Among the other provisions of the records legislation proposed by the report are the following: (a) State records are the property of the State, and shall be delivered by outgoing officials and employees to their successors; (b) such records shall not be unlawfully destroyed or removed, and it shall be the responsibility of the records management administration to safeguard against such unlawful destruction or removal, and to initiate proceedings to recover any records which have been so removed; (c) no records shall be destroyed without the approval of the records management administration, the secretary of the Michigan Historical Commission, and the legislature of the State of Michigan; (d) the provision of a 1913 statute prohibiting the destruction of records less than ten years old be repealed, because the arbitrary ten-year period is much too long for a large bulk of the records of only temporary value, and thereby causes unnecessary expense; and (e) existing law providing that the Michigan Historical Commission be the official archival agency for the State be retained in force.

NORTH CAROLINA

In July 1951 the Council of State appropriated $14,333 to the State Department of Archives and History to cover the cost of a State Records Microfilm Project through June 30, 1952. The program involves microfilming the modern records of various State agencies. Project employees are Herbert R. Paschal, Jr., Bettie Y. Holand, and Julia B. Jordan. Largest operations are under the direction of W. Frank Burton, head of the Division of Archives and Manuscripts. The first records to be microfilmed are those of the State Auditor.

Public Addresses and Papers of Robert Gregg Cherry, Governor of North Carolina, 1945-1949, edited by David Leroy Corbitt, is now available upon application to Mr. Corbitt, State Department of Archives and History, Raleigh.

The recently established Advisory Committee on Disposal of Noncurrent Records held its first meeting July 19 in the office of the director of the State Department of Archives and History. Members of the committee are Ben Eaton, assistant commissioner of revenue, chairman; G. H. Brooks, principal administrative assistant, State Budget Bureau; Preston W. Edsall, head of the Department of History and Political Science, North Carolina State College; Harry McGalliard, revisor of statutes, Department of Justice; James W. Patton, director of the Southern Historical Collection, Chapel Hill; Davetta L. Steed, executive head of the North Carolina League of Municipalities; H. Plummer Edwards, clerk of the City of Raleigh; W. G.

Massey, Johnston County register of deeds; and D. J. Walker, Jr., Alamance County clerk of Superior Court. At the meeting a beginning was made in solving the various problems involved in the disposal of noncurrent records.

OREGON

Herbert J. Salisbury, archival assistant in the Oregon State Archives, has compiled under the title *Pioneer Families of the Oregon Territory, 1850* (Oregon State Archives, *Bulletin* No. 3, *Publication* No. 17, 1951. 44 p.), a list of heads of families and of individuals of other surnames recorded in the Census of 1850. This publication, offered free to residents of Oregon and to libraries and historical societies, serves as an index to the 1850 population, mortality, agriculture and industry schedules for an area that included the present States of Oregon, Washington, Idaho and part of Wyoming.

PENNSYLVANIA

The Pennsylvania Historical and Museum Commission has acquired from the Reading Company the papers of the Schuylkill Navigation Company. These papers, together with the records of the Lehigh and Delaware Canals and the Susquehanna and Tidewater Canals, constitute an excellent source of information concerning river and canal transportation in nineteenth century Pennsylvania.

VIRGINIA

Among recent manuscript accessions of the University of Virginia Library, the following may be noted:

132-page manuscript report to the Board of Trade on the "State of the Plantations on the Continent of North America," 1721; 1,000 manuscripts, 1749-1831, of the Lee and Hunter families of "Sully" and "Moidone," Fairfax County, Va.; 18 autograph letters and other manuscripts of Thomas Jefferson, and a letter of Martha Jefferson, 8 August 1780, proposing action by women to raise funds for the relief of Continental troops; manuscripts and journals, 1794-1843, of Dr. Robert Wellford, army surgeon during the Revolutionary War and Whiskey Rebellion; 13 letters, 1790-1826, from the correspondence of Richard Bland Lee with James Madison, Theodorick Lee and others; 500 manuscripts, 1800-1875, from the papers of the Washington family of Caroline County, Va.; 34 letters, 1801-1817, to James Madison; 400 manuscripts and account books, 1802-1825, of the papers of the Timberlake family, of Fluvanna and Albermarle counties, Va.; Charlottesville and Albemarle County, Va., tax record, 1804-1825; 46 autograph letters, 1812-1828, of John Randolph of Roanoke to Harmanus Bleecker, of Albany, N. Y.; 500 manuscripts, 1814-1927, of the Hart and Byrd families of Virginia; 200 letters and other papers, 1818-1826, of Arthur S. Brockenbrough, first proctor of the University of Virginia; 50 manuscripts, 1820-1879, from the papers of the Woodville and Breckinridge families of Fincastle and "Grove Hill," Botetourt County, Va.; record book of Mount Edd Baptist Church, Albermarle County, Va., 1822-1844; 200 additional letters, 1838-1883, of the Randolph and Hubard families of Virginia; 48 manuscripts, 1860-1885, of Edward Sanford Gregory, Virginia poet and editor; 20 letters, 1861-1865, of George C. Young, South Carolina cavalryman, to his brother, describing his war experiences in Virginia; 41 letters, 1864-1865, of Dr.

John H. Claiborne, Confederate surgeon-in-chief at Petersburg; chemistry notebook of Walter Reed, University of Virginia, 1868-1869; letterbook, 1886-1890, of Homer Atkinson, concerning his lumber business in Petersburg, Va.; 6 notebooks, 1889-1913, of Col. Charles P. Wertenbaker on yellow fever, smallpox, and tuberculosis in the South; 600 papers of Sidney P. Eppes and Robert Kilmartin on Virginia politics, 1890-1900; and 12,000 manuscripts, 1900-1920, from the papers of Robert P. Valentine of Charlottesville, Va.

WASHINGTON

With an appropriation of $20,000 from the State Legislature the Washington State Library has begun microfilming forty-nine Washington newspapers prior to 1900.

WISCONSIN

A special award of merit has been given the State Historical Society by the American Association for State and Local History for conducting during the year 1950-1951 "the most significant program in proportion to its resources" of any historical society in the United States. The award was made on the basis of a nation-wide poll of state historical societies.

In announcing the results of the poll, Albert B. Corey, President of the Association, revealed that the Wisconsin society was chosen over its peers by a wide margin, confirming the results of a similar poll conducted by the University of Texas library last winter. Corey, State historian of New York, said the Wisconsin program has been particularly notable for establishing an American History Research Center, organizing a Woman's Auxiliary, opening a guide to business records, establishing regional depositories in various parts of the State, holding the first annual contest on Wisconsin documentary photographs, and convening the first annual Institute for Local History. The state historical societies of Missouri and Texas were awarded second and third honors respectively.

MISCELLANEOUS

Miss Julia M. Simmons, 406 Seventh Street, Huntington Beach, California, proposes to produce a bibliography of manuscript diaries. She requests persons or institutions having knowledge of diaries to furnish her the following information:

1. Name of diarist, his birth and death dates.
2. Place of birth and place of residence in America.
3. Occupation of diarist.
4. Beginning and closing dates of diary.
5. Two or three lines describing the contents of the diary; main interest of the diarist, any significant events in the American scene; notes on spelling and diction where these are of interest; notes on style, etc.
6. Present location of diary. Reference number, if any.
7. Page length.

The Government Printing Office Branch Bindery in the Library of Congress Annex has installed a new laminating machine to be used for the repair and preservation of maps. The new laminator, more than twice as large as the laminating machine previously in use, is capable of handling material up to 30″ x 40″, and will greatly reduce the time required to preserve maps by the method formerly used, that of hand-mounting on muslin.

Under the sponsorship of the Department of History, Harvard University, a revised edition of Channing, Hart and Turner's *Guide to the Study and Reading of American History* is being prepared by Paul H. Buck, Oscar Handlin, Frederick Merk, Samuel Eliot Morison, Arthur M. Schlesinger, and Arthur M. Schlesinger, Jr.

The Steamship Historical Society of America has announced plans to publish, in early 1952 if finances permit, a new revised and enlarged edition of the so-called "Lytle List," a steam vessel register. The title of the forthcoming volume will be *Merchant Steam Vessels of the United States, 1807-1868*; it will give in 300 pages the vital statistics of some 12,000 steam driven vessels built in the United States during this period. It was compiled from official merchant marine documents of the United States and other sources.

The Society of American Archivists Reports for the Year 1950-1951

MINUTES OF THE COUNCIL

October 15, 1951

The Council met in the Queen Anne Room of Carvel Hall, Annapolis, Maryland, at 5.50 p.m., October 15, 1951, all members attending.

The secretary presented the following names of applicants for admission to the Society: Roger D. Ashland, Mrs. Vera A. Avery, Charles A. Baretski, Owen W. Bombard, Mrs. Mary G. Cary, Keith C. Clark, Mrs. Hazel A. Braugh, Norman F. Cox, George M. Elsey, Marvin D. Evans, Ysabelle Guérin, Mrs. Emily P. Hall, John P. Harrison, Elbert L. Huber, Edward A. Hoyt, Eugenia D. Lejeune, Watt P. Marchman, David C. Mearns, Mary V. Mitchell, Robert E. Moody, Nathan Reingold, Winthrop Sears, Jr., Royce L. Thompson, Henry J. Young, Clara Belle Williamson, and Mrs. Pauline Wiltshire; also the Records Management Association of New York and Smith College

Voted, to elect those applicants to the Society.

The secretary presented the petition of five members for amendment of the Constitution, as required by Section 23 of the Constitution [see the *American Archivist,* January 1948, p. 47] as follows:

To amend Section 7 by changing the first line to read: "The dues of an individual member shall be five dollars a year; of a domestic institutional member, ten dollars a year; of a foreign institutional member, five dollars a year."

Voted, to approve this change.

To amend Section 9 to read: "The officers of the Society shall be a president, a vice-president, a secretary, and a treasurer."

Voted, to disapprove this change.

To amend Section 9 (third sentence) to read: "No one shall be eligible to succeed himself as president or vice-president."

Voted, to approve this change.

To amend Section 18 to read: "The Society shall hold an annual meeting at such time and place as the Council shall determine; but in selecting a place of meeting the Council shall consult the latest available mailing list and choose of the available meeting places that place of meeting which shall seem to them to be nearest the places of residence of the largest number of members."

Voted, to disapprove this change.

To amend Section 20 to read: "The editor shall edit the quarterly magazine of the Society."

Voted, to disapprove this change.

The meeting adjourned at 6.50 p.m.

Roger Thomas, *Secretary*

MINUTES OF THE BUSINESS MEETING

October 15, 1951

The Society convened in its annual business meeting at the Fleet Reserve Club, Annapolis, Maryland, at 9.10 p.m., October 15, 1951, approximately 125 members attending.

The minutes of the previous business meeting, as published in the *American Archivist,* January, 1951, pp. 58-59, were approved. The report of the secretary was read, approved, and ordered to be placed on file.

The report of the treasurer was read; she pointed out that the treasury had a surplus of $20.68. John C. L. Andreassen, chairman of the Auditing Committee, read its report, which, with the treasurer's report, was accepted and ordered to be placed on file.

Solon J. Buck reported on his attendance at the annual meeting of the Directors of the National Records Management Council, on which he served as representative of the Society.

A communication was read from Victor Hugo Paltsits, one of our honorary members. The president said that another honorary member, Waldo G. Leland, had likewise sent a greeting, stating that his presence at another meeting was all that kept him from Annapolis.

The president announced that invitations for the sixteenth annual meeting had been received from Lexington, Kentucky, and Washington, D. C. and that attractive invitations from Detroit for the seventeenth and from Madison, Wisconsin, for the eighteenth meetings were also on hand.

Voted, to approve the report of the Resolutions Committee, presented by its chairman, David C. Duniway:

Resolved, that the Society of American Archivists expresses its appreciation to Governor and Mrs. Theodore R. McKeldin for their kindness in entertaining the membership Monday afternoon, October 15; to Morris L. Radoff, chairman of the Committee on Local Arrangements, and to the Hall of Records Commission for making the institution available to the Society; to Carvel Hall, the United States Naval Academy, and the Fleet Reserve Club for their hospitality; to Leon de Valinger and his Committee on the Program for conspicuous success in planning our sessions; and to Philip C. Brooks, our retiring president, for his devotion to duty during his term of office.

Mr. Duniway also offered the following resolution, which was approved:

Resolved, that the Society of American Archivists expresses its sorrow and regret at the death of A. R. Newsome, our first president; Randolph G. Adams, director of the Clements Library; Miss Margaret Kane, of the Dupont Archives; Julio Martínez Castells of the Cuban Archives; Mrs. J. E. Hayes, of the Department of Archives and History of the State of Georgia; Nelson V. Russell, president of Carroll College; and George A. Hill, III, formerly secretary of the San Jacinto, Texas, Museum of History.

Oliver W. Holmes moved the following resolution be sent to the Secretary of Defense:

Whereas the Society of American Archivists, recognizing the ever existing possibility of the extension of the present armed conflict, is concerned for the fate of the world's cultural treasures and historical records, and especially for all unpublished archival holdings, public and private, which contain so much of society's recorded experience in organized living, and

Whereas past wars have been one of the major causes for the loss of such archival holdings, and the destructive forces of today's warfare are infinitely greater, and

Whereas the Monuments, Fine Arts, and Archives program of the Army in World War II, despite operation under many serious handicaps, represented a worthy effort to minimize these losses, and one that met with considerable success; now, therefore,

Be it Resolved that this Society commends any study and planning that the Defense Department may have done thus far to strengthen this program in the event of future war; that it urges such further attention to the problem as may be necessary to assure proper organization, integration, and support of such activities; and that it stands ready to offer professional advice, assistance, and support to the Department.

The motion was seconded and passed.

Lester K. Born offered the following resolution, which was approved:

Whereas the Society of American Archivists takes note of the vast destruction of archival materials as the result of the recent World War, and likewise recognizes the potential of even greater destruction in any future conflict; and

Whereas the Society of American Archivists considers the preservation and tradition of archival materials a prime essential to the continuity of the cultural heritage of men of all nations; therefore,

Be it Resolved that the Society of American Archivists endorse the work of the International Council on Archives in furtherance of the protection of archives in time of war; that the Society of American Archivists endeavor to make available to the International Council on Archives, through the Committee on the Protection of Archives in Time of War of that Council, all pertinent historical and current information; that the Society of American Archivists proffer its assistance, through the International Council on Archives, to the International Committee on Monuments, Historical, Artistic and Archaeological Sites (convened by UNESCO) in its studies of the problems involved in the protection of cultural properties in time of armed conflict; and

Be it therefore Further Resolved that the Society of American Archivists communicate the text of this resolution to the president of the International Council on Archives, to the chairman of the International Committee on Monuments, and the Chief of the Museums Division of UNESCO.

Christopher Crittenden moved continuation of the Joint Committee on Historical Manuscripts, and the motion carried.

The secretary then reported the results of the action of the Council on the proposed amendments to the Constitution. (See Minutes of the Council for October 15, 1951). Discussion followed on a motion to amend Section 7 by Messrs. Spragge, Barrow, Sherrod East, Buck, Trever, Radoff, Edmunds, Mrs. Gambrell, and Misses Story and Stark. The motion failed. Discussion of other amendments was participated in by Messrs. Buck, Crittenden, Van Schreeven, Mrs. Gambrell, Miss Stephenson, and others. It was voted to reject all the proposed amendments.

Ernst M. Posner, chairman of the Nominating Committee, then presented his report. On the invitation to suggest candidates for office, over 80 members sent in replies. The chairman stressed the fact that the Committee felt obliged to

pay some attention to geographical distribution of the membership, to the types of activity represented, and to the large and increasing number of women members. He then presented the following slate:

For president, William D. McCain
For vice-president, Wayne C. Grover
For secretary, Roger Thomas
For treasurer, Helen L. Chatfield
For council member, for a term of five years ending in 1957, Alice E. Smith

W. Edwin Hemphill from the floor made the additional nomination of William J. Van Schreeven for the Council. The slate of the Nominating Committee was voted into office, but not without considerable discussion, participated in (among others) by Messrs. Buck, Hemphill, Brown, McCoy, Radoff, Sherrod East, Crittenden, Holmes, and Mrs. Gambrell.

The remaining council members with terms of office are Antoine Roy (1952), Dorothy K. Taylor (1953), Christopher Crittenden (1954), and Robert H. Bahmer (1955).

The retiring president, Philip C. Brooks, then gave a brief message of thanks to the membership, the new president took the chair, and the meeting adjourned at 11:05 p.m.

Roger Thomas, *Secretary*

MINUTES OF THE COUNCIL

October 16, 1951

The Council met in the Queen Anne Room of Carvel Hall, Annapolis, Maryland, at 9:15 a.m., October 16, 1951, the president, vice-president, treasurer, secretary, editor, Dorothy K. Taylor, and Christopher Crittenden attending.

The secretary announced that the Society had invitations to hold its sixteenth annual meeting in Lexington, Kentucky, and Washington, D. C. Invitations for future meetings from Detroit and Madison were also read. *Voted,* that the sixteenth annual meeting be held in Lexington, Kentucky, in the early part of October 1952.

On motion, *voted* to extend the privilege of honorary membership to Solon J. Buck and Roscoe R. Hill and that they be informed that suitable ceremonies of induction would be held on December 28th, 1951, at the joint luncheon of the Society and the American Historical Association in New York City.

The report of the Committee on Long Range Planning was then taken up, and the secretary was instructed to collect the manuscript of the directory of State Archivists from the chairman of the Committee on State Archives with a view to having it published. The project mentioned in the report of the Long Range Planning Committee as undertaken by Dr. Hunter, the proposed manual for users of archives, was endorsed and referred to the editor, that he might confer with Ernst M. Posner and others as to what might ultimately

be done. The studies, also mentioned in the Committee's report, now under way by Dr. Posner and Miss Chatfield were endorsed, but action on a manual was deferred until the National Archives Manual appears. The publication of a manual on College and University Archives was endorsed, and it was understood that this project would be referred to the Committee on College and University Archives. The present undertaking of the National Historical Publications Commission to compile a Register of Historical Manuscripts was endorsed. The study of archival legislation, first undertaken by our former president, A. R. Newsome, now to be brought up to date, was to be discussed with representatives of the National Archives, the National Council of Learned Societies, and the Library of Congress.

The Council *voted* to renew the appointment of Karl L. Trever as editor for the Society.

On the suggestion of the editor, the Council appointed Fred Shelley of the Maryland Historical Society as the new member of the Editorial Board for the four-year term ending in 1955.

The treasurer submitted the proposed budget for 1951-1952. *Voted,* to approve the budget with such changes as may be approved by the Finance Committee. It was proposed, in view of rising costs and the fiscal state of the Society, that the future subscription rate of the *American Archivist* be $7.00 per year, instead of $5.00 as heretofore.

The meeting adjourned at 11:00 a.m.

Roger Thomas, *Secretary*

REPORT OF THE SECRETARY FOR THE YEAR 1951

This fifteenth annual meeting of the Society of American Archivists is the second to be held at Annapolis. It convened here in 1939 for its third meeting. About one-third of the membership was then able to be present. Today, a lower percentage but a larger number are gathered together (165 registrants). Perhaps the registration statistics through the years (as nearly as can be ascertained) might be of interest to the members:

Date of Meeting	*Place of Meeting*	*No. Present*
1936, Dec. 29	Providence, R. I.	87
1937, June 18, 19	Washington, D. C.	70
1938, Oct. 24, 25	Springfield, Ill.	102
1939, Oct. 13, 14	Annapolis, Md.	108
1940, Nov. 11, 12	Montgomery, Ala.	69
1941, Oct. 6, 7	Hartford, Conn.	80
1942, Oct. 26	Richmond, Va.	72
1943, Nov. 15, 16	Princeton, N. J.	83
1944, Nov. 8, 9	Harrisburg, Pa.	62
1945, Nov. 6, 7	Indianapolis, Ind.	79
1946, Oct. 24, 25	Washington, D. C.	113
1947, Sept. 4, 5	Glenwood Springs, Colo.	60
1948, Oct. 27, 28	Raleigh, N. C.	90
1949, Sept. 20, 21	Quebec, Canada	50
1950, Oct. 9, 10	Madison, Wis.	60

As the Secretary is, in a sense, but the voice of the committees, I proceed immediately to a discussion of their activities.

The current production of the Committee on Archival Bibliography needs little comment, as its achievement can be seen by consulting the October 1951 *American Archivist.* In addition to presenting 367 items in its list, the committee very commendably hastened its effort so that members might read the list before this meeting convened. The committee is still engaged in work on a consolidated bibliography to meet the needs of archivists, manuscript curators, and records officers in the United States and Canada. Two hundred titles have been completed in a draft copy for such a bibliography. Probably 1,000 titles will be included in the finished product. The chairman, Lester W. Smith, expresses the hope that the Society will be willing to undertake publication of a tool so useful to its members.

The Committee on Archival Buildings and Equipment reports that the national defense efforts are a damper on archival building projects, with a consequent decline in inquiries by mail and in person to the Committee. Archivists in Ecuador and Mexico have contacted the committee, and some activity is noted in Oklahoma, whose representative has consulted the Society's collections of building plans now available in the National Archives Library. The University of Ceylon already has architectural plans for a new archives, and Mr. K. D. Somadasa of that university has consulted chairman Victor Gondos, Jr. Persons making inquiry about safety precautions, particularly with reference to bomb attacks, were referred to the Civilian Defense Administrator's *Survival Under Atomic Attack,* of which more than two million copies have been distributed by the government. The main published feature reported by the committee is Captain Gondos' article in the April 1951 *American Archivist,* entitled "Records and Fire Protection," a bibliography of literature available on this subject. The National Archives and Records Service will issue as part of a manual for Federal Records Centers a compilation by a member of the committee, Everett O. Alldredge, which gives some attention to archival building "layout" and structural characteristics. One hundred and fifty copies of the article, "American Archival Architecture," have been distributed during the life of the committee. The committee reports the building of an addition to the Washington State Historical Society at Tacoma and the renovation, for museum purposes, of Carrie Nation's Kansas home.

The Committee on College and University Archives, which began operations in 1949, reports that it now feels that the pamphlet, proposed in October 1949, would not be feasible now but that a handbook or manual for college archivists might be desirable.

Robert W. Hill, chairman of the Committee on Business and Institutional Archives, has continued his work of delving into the matter of labor union archives. A canvass by the committee shows that the problem still is one of the receptiveness of labor officials toward queries about union records. Exhaustive questionnaires should be avoided. What is needed first is a roster of records personnel within a given union. A short note has been drawn up, calculated to elicit such information. To reduce expenses, it is proposed that a coded postal card be enclosed with such a note when mailed in order to simplify the handling

of replies received. Since an entirely new institutional group might be uncovered by the committee's techniques, its continued interest in this matter is to be commended.

The Committee on International Relations, of which Robert Claus is chairman, reports on activities of the Society in this field. Lester Born, a member of the Society, has been Secretary General of the International Council on Archives since August 1950. Three other members have served on the Council's Executive Board. When the Society membership list was mailed out this August, each person who received it was informed of the activities of the International Council on Archives and given a Council membership blank. President Philip C. Brooks was present in Havana last fall when the Pan American Institute of Geography and History met. He was a member of the Archives Committee as well as on the Advisory Committee. Several international organizations have asked the Society to send representatives to their meetings, but it proved impracticable to be represented at either the Anglo-American Conference of Historians in London last July or the Conference of Historians in Lima, Peru, in August. Pending is an invitation to send representatives to the United States National Commission for UNESCO, which holds a meeting in January 1952.

Seymour J. Pomrenze, chairman of the Membership Committee, whose achievement is more fully reported by the Treasurer, was asked to augment his statistical report, one that I am sure you will feel is of the highest order. His reply was brief but can serve as a motto for future chairmen of the Membership Committee: "As for our methods — we merely worked hard to obtain members." And obtain them they did.

The major objective of the Committee on Microphotography, as announced in last year's report, has been a manual on microphotography for State and local government officers, to be published by the Public Administration Service, Chicago, Illinois. The manuscript has been completed; the diagrams and illustrations remain to be done. Target for the completion of "rough" art work is set at January 1952, at which time the manuscript and art work will be circulated among Committee members and others for comment. It is hoped that actual publication can be started by April or May, 1952. The chairman, Daniel F. Noll, also took an active part in discussions on a bill before Congress concerning Uniform Photographic copies of business and public records in evidence.

In December 1948 the Council of the Society of American Archivists was authorized to cooperate with the American Association for State and Local History and the Library of Congress to investigate the question of a "guide to historical documents on a nation-wide basis" (see the 1951 report). The Committee, known as the Joint Committee on Historical Manuscripts (composed this year of Mrs. Edith M. Fox and Lester J. Cappon for the Society and Clifford L. Lord and Colton Storm for the American Association for State and Local History and Dan Lacy for the Library of Congress), said that in 1951 it wished to examine the mechanics and operation of such a project. It therefore reviewed previous examinations of the matter (such as the American

Historical Association's Committee Report of 1946 and the regional proposals of Dr. Lancaster Pollard of Oregon), keeping in mind that the operation of a National Register of Manuscripts might result in the abandonment of other projects not so broad in scope.

The Joint Committee thinks it might continue to serve in an advisory capacity and as a clearing house. The present outlook would be for a guide to collections, not isolated manuscripts out of collections. To "augment the value of the Register," it might be advisable to secure the help of such groups as the National Society of Autograph Collectors. The entries would appear on four by six cards in a style similar to those in the printed Historical Record Survey guides to manuscripts. The cards would be arranged alphabetically by names of collections, comparable to the Union Catalog of the Library of Congress. Subject and geographical arrangements are of little use, but short title lists might show collections of each repository. As an initial step, lists of repositories should be compiled by reference to the *Handbook of Historical Societies* and to the National Historical Publications Commission's list of 1,300 repositories. Other guides to repositories could be used as well. Field work with repositories will be necessary for completeness. Once cards are assembled, they can be photographed, and publication in book form, similar to the *Library of Congress Catalog of Printed Cards,* would be feasible. Publication would be within a five-year limit. The cost of the publication might be borne by the Government Printing Office. Naturally, with a deadline, supplements would be necessary. The matter of location of the Register absorbed the Committee. The representative of the Library of Congress suggested his institution as a place where a National Register of Manuscripts might be set up as subsidiary to the National Union Catalog. Perhaps a regional institution might furnish funds, perhaps one of the foundations. The committee wishes now to give more time to questions of prospective and objectives.

The Committee on State Archives sponsored the exhibit shown at the Hall of Records during this meeting. Its report very briefly outlines a five-project plan. As a first objective, it proposes to keep up to date the directory of State Archives published in the *American Archivist,* July 1947. Copies of a tentative directory are being distributed at this meeting; a revised version will be published later. Secondly, the laws of each State relative to archival matters should be gathered and summarized. As third, fourth, and fifth projects, the Committee would continue this summarizing policy to include data on accessioning, processing, and disposal practices of the States and on such techniques as microfilming, photographic duplication, punch cards, and the like. Comparative data, avaliable at the committee's headquarters, would be invaluable, whether published or not.

Two committees did not function, for reasons given here. The Committee on Emergency Activities was established after the 1950 annual meeting for the purpose of keeping watch over the situation and initiating any steps that might be thought necessary to prepare the Society and its members to meet any international emergency that should arise. It was first believed that a manual or

handbook on the protection of archives against the hazards of war might be useful. No work was done in this line, however, partly because the situation did not appear sufficiently critical, and it was difficult to arouse interest in the need for protection, and partly because the immediate need was served by the issuance of a manual by the Division of Archives and History of the State Education Department of New York.

The President was authorized to appoint a committee on motion picture records, but did not do so because of the difficulty of finding enough persons, representing enough organizations or institutions, who had an understanding of and interest in the problem of motion pictures *as records*. This does not mean that the President believes there is not a problem; there are many, beginning with the definition of what motion pictures are records. For a time, it was thought that something useful might be done by changing the name of the committee to "audiovisual" records; and this may still be true. But it will require a search for the people and institutions sufficiently interested to support the activity of a committee.

A member of our society, Solon J. Buck, functions as a liaison with the National Records Management Council. He reports that Council is proceeding with a large number of projects.

The life of the Society lies in its meetings and its committees, but occasionally other things worthy of mention in the Secretary's report come up. In the past year, three such matters justify brief detailing.

At the October 9, 1950, session of the Council, the Treasurer proposed that the Secretary be relieved of the care of membership and subscription records. The Council suggested that the Finance Committee work out a regularized procedure, a task undertaken by a November meeting of the Committee. Less than a year's test indicates, at least to this officer, that the new system has many merits. At present, membership changes are submitted to the Secretary every month, and "hitches" have been, up to now, infrequent and not more than mildly annoying. It is to be doubted that members are even aware of this change, although the Secretary and Treasurer would welcome word of the fact getting around. New membership applications bearing this information were printed early this year to apprise our "canvassers" for members; hence, in time, everyone in the Society will know that financial matters, including the payment of dues, are handled by the Treasurer.

At the same Council meeting, it was voted to have the Secretary publish a multilithed list of members (as of April 1, 1951). As most of you now know, such a list, the first in many years, was distributed in the month of August 1951. Immediately on its issuance, eager critics were quick to suggest improvements and to ask for rectification of errors (as requested by the Secretary).

The chief lapse of the list was its failure to identify member and institution. Since the archival profession has, as yet, few "free lances," the importance of institutional connection grows the greater. When some time later in the year the Committee on Human Resources and Advanced Training (a group sponsored by the American Council of Learned Societies, the American Council on

Education, the Social Science Research Council, and others) asked for an analysis of our rolls that would show about eleven or twelve types of information concerning our members, the same difficulty arose. Despite our large growth during the years, the Society has always continued names on the membership list without making further inquiries about position changes, etc., although details furnished in mailing lists did sometimes help to determine meager facts about institutional connections. Registration methods at this meeting will help to inform the Secretary of such connections, with later requests for re-registration to members not present at this meeting.

Older members will recall that over fourteen years ago the Council adopted a resolution suggesting that the Society "refrain as a matter of policy from lending its endorsement to any proposals, projects, or enterprises except such as touch immediately upon the interests of the Society." The necessity of interpreting this resolution came in December 1950, when the President was requested by the Committee for Responsible University Government to aid it in a controversy at the University of California, relative to tenure. The Council decided in February to send to the Regents of the University of California the following resolution:

> During the past year the American scholarly world has watched with mounting concern the actions of the Board of Regents of one of our great universities, the University of California. This institution has in the past attained an enviable reputation as a leader in research, teaching, and service to the state and nation. The relations between its governing board and its staff have contributed much to create the atmosphere in which free scholarship can work with security based on the fundamental right to tenure for faithful services and the observance of procedures long accepted at California for the appraisal of academic fitness. By a series of steps the Board has undermined the good feeling hitherto existing between it and the faculty. By replacing tenure with an annual appointment as an overhanging threat, academic freedom has long been imperiled. The Council of the Society of American Archivists at its February meeting records its concern at the effect of these policies on the University of California and on higher education everywhere. It authorizes its secretary to transmit this expression of concern to the members of the Board of Regents of the University of California together with the hope that the Board will find it possible to review its recent action dispassionately and find a solution in keeping with its past creditable record.

This resolution is nearly identical with those sent last year by the American Historical Association and the National Society of Phi Beta Kappa. The University of California has informed the Secretary that the Board of Regents was presented with this resolution in June 1951.

It is the sad duty of the Secretary to report that death has robbed us this year of Randolph G. Adams, Dr. Julio Martinez Castells, Mrs. J. W. Hayes, Margaret Kane, George W. Hill, A. R. Newsome, our former president, and Nelson V. Russell.

In closing, the Secretary acknowledges the help of many members, the staff of the Hall of Records among them, as well as our sole member in Annapolis not of the State staff, Miss Elizabeth W. Meade. Fellow officers and fellow chairmen have been of great assistance in guiding the faltering footsteps of a novice.

Roger Thomas, *Secretary*

TREASURER'S ANNUAL REPORT

Fiscal Year Ending June 30, 1951

Fellow Members:

Those of you who are veterans of former meetings may recall the series of gloomy reports of your Treasurer calling your attention to the fact that we were annually spending more than we received, going deeper and deeper into the red, and were gradually dissipating the surplus that we had accumulated in more prosperous times. Now I am happy to tell you that the trend has been reversed. During the fiscal year ending June 30, 1951, we actually received $20.98 more than we spent, in spite of the rising costs of publication, supplies, and services. For this happy outcome we must thank the hardworking and effective Membership Committee chaired by Seymour J. Pomrenze, and the diligence of the Editor in securing advertisements for the *American Archivist*.

During the year the function of keeping the individual accounts of members and subscribers, and the maintenance of the mailing list, was transferred from the Secretary to the Treasurer, as a step in our long-range effort to improve and simplify the bookkeeping methods and provide better bases for estimating the budget needs. This move permitted the elimination of some duplication and a greater integration of the records of receipts, payments, and mailing-list statistics. It also made me realize the great burden of financial detail our former secretaries had been carrying in addition to their purely secretarial functions. The following table is illustrative of the statistics we now maintain on the status of the mailing list:

MAILING LIST STATISTICS

October 1950 to October 1951

Classes	Code no.	October 1950	January 1951	April 1951	July 1951	October 1951
Members, annual:						
Individual:						
Domestic	1	339	354	360	383	396
Foreign	3	38	41	42	46	47
Institutional:						
Domestic	2	57	58	58	60	60
Foreign	4	18	19	19	19	19
Members, life	5	5	5	5	5	6*
Members, honorary	6	5	5	5	5	5
Subscribers:						
Domestic	7	114	118	124	126	130
Foreign	8	37	43	48	51	53
Exchanges	9	10	10	10	10	10
Official users	10	5	5	5	5	5
Total number of recipients		628	658	676	710	731

* Emmett J. Leahy, one of our charter members, converted his annual membership to a life membership.

The sale of back issues has always been a steady source of income, and the stock of some of the older issues in greatest demand have become depleted. In some more recent issues there has been a decrease in the number of copies placed in stock because of the rapid increase in the number on the mailing list. For this reason the number of copies ordered have been increased from 700 to 750, and then from 750 to 800. As it will be necessary to replenish the depleted stocks in the near future, the Editor has been exploring possible ways and means of economical reproduction, and the Finance Committee is submitting to the Council alternative proposals for increasing our income to meet these needs.

The annual statement of receipts and expenditures has been submitted to the Auditing Committee with supporting documents.

(Signed) HELEN L. CHATFIELD, *Treasurer*

October 15, 1951

BUDGET PROPOSAL — FISCAL YEAR, 1952

		F. Y. ending 6/30/51 (estimated)	F. Y. ending 6/30/51 (actual)	F. Y. ending 6/30/52 (actual-¼)	F. Y. ending 6/30/52 (estimated)
1	Cash on hand July 1	$ 699.08	$ 699.08	$ 720.06	$ 720.06
	RECEIPTS				
2	Membership dues:	1902.60			
	Domestic		2570.00	785.00	2860.00
	Foreign		122.17	165.00	135.67
3	Publications:				
	Subscriptions	1243.40	988.10	142.50	1068.10
	Other	600.00	497.96	185.40	500.00
4	Interest on bond	25.00	25.00	12.50	25.00
5	Annual meeting	100.00			
6	Contributions to IAC		142.00		
	Receipts, annual	3871.00	4345.23	1290.40	4588.77
	Receipts, total	4570.08	5044.31	1989.48	5308.83
	EXPENDITURES				
7	Administrative expense:				600.00
	Secretary's Office	400.00	381.63	54.48	
	Treasurer's Office	75.00	259.65	66.19	
	Committees	30.00	22.00	28.00	
8	Publications:	3154.11			
	Index	600.00			
	Torch Press		3296.17	810.51	4120.17
	Other		97.90	144.73	200.00
9	Annual meeting	100.00	35.40		
10	Contributions & dues IAC	50.00	231.50		50.00
	Expenditures, annual	4409.11	4324.25	1104.31	4970.17
11	Cash on hand end of period	160.97	720.06	885.17	338.66

Submitted to the Council by the Finance Committee, through the Treasurer, with the last column left blank because of the need for new means of financing.

(Signed) PHILIP C. BROOKS, *President* (Signed) ROGER THOMAS, *Secretary* (Signed) HELEN L. CHATFIELD, *Treasurer*

October 15, 1951

N. B. The proposal was submitted to the Council on October 16, 1951, with the last

column left blank. The Council voted to increase the subscription rates from $5 to $7 per annum, and to approve a budget based on present program and rates of expenditure, and on this basis the estimate was prepared and the last column filled in by the Treasurer, after the meeting. The Council also voted that any increase in the budget during the fiscal year should be approved by the Finance Committee.

AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the Treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year July 1, 1950 to June 30, 1951, and we hereby certify that:

All cash known to have been received has properly been accounted for.

Satisfactory vouchers are on file covering full disbursements.

The balance of cash on hand as of July 1, 1950 and June 30, 1951, was on deposit as of those dates.

In our opinion the attached statements are a full and complete report of the financial activities of the Society for the fiscal year ended June 30, 1951.

(Signed) JOHN C. L. ANDREASSEN, *Chairman*
(Signed) NONA-MURRAY LUCKE
Auditing Committee
Society of American Archivists

Washington, D. C.
October 15, 1951

REPORT OF THE MEMBERSHIP COMMITTEE[1]

To promote the Society's membership campaign for 1950-51, the committee took at least the following action:

(1) Contacted sources that might furnish it with lists of, or information about, potential members.

(2) Prepared and distributed two "Circular Letters" to members of the committee, and to others, primarily to stimulate them to promote the membership campaign; and

(3) Mailed about 300 letters to potential members, inviting them to join the Society.

Based on the "Mailing List Statistics-Quarterly Status Statement" of the Society's Treasurer, the number of members and the number of subscribers to *The American Archivist* increased by 103 during the period October 1950-October 1951. It is not possible to determine precisely what portion of this increase is due to the activities of the committee. Emmett J. Leahy indicated in May 1951 that he desired to convert his membership to a life membership.

The chairman of the committee desires to thank his co-workers and Everett Alldredge, Thomas Amelia, Philip Brooks, Miss Helen Chatfield, Emmett Leahy, Ernst Posner, Miss Margaret Shuman, Roger Thomas, Karl Trever,

[1] This report and the reports that follow have been abridged to conserve space.

and Dwight Wilson for their contributions to the membership campaign for 1950-51.

SEYMOUR J. POMRENZE, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL BIBLIOGRAPHY

The Committee on Archival Bibliography discharged its immediate and major responsibility, the compilation of the annual "Writings on Archives, Current Records, and Historical Manuscripts, July 1950 — June 1951," in a bibliography containing entries for 367 items. No really new trend is discernible in the literature of the year, though a considerable number of items relating to the protection of records in wartime appeared in a variety of sources.

The committee also made progress in planning the compilation of a consolidated critical bibliography of writings on archives, current records, and historical manuscripts which would meet the bibliographical needs of archivists, manuscript curators, and records officers in the United States and Canada. Two meetings of committee members resident in Washington, namely Messrs. Posner, McCoy, and the writer, together with Miss Chatfield and President Brooks, were held to develop an outline for the proposed bibliography and to define operating plans and procedures. In the actual work of compilation, Mr. McCoy had prepared draft copy for some two hundred titles at the close of the year. It is contemplated that such a bibliography will include possibly as many as one thousand items. It is hoped that a completed manuscript can be presented to the Society a year hence and that the Society will be willing to publish it.

As is its custom, the committee made available to individuals through consultation and correspondence information concerning the literature in the field.

LESTER W. SMITH, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS & EQUIPMENT

Intensification of our national defense effort appears to have acted as a progressive damper on archival building projects. Certainly, correspondence inquiries and personal conferences fell off in number, compared to the past several years. Nevertheless, a number of interesting inquiries from home and abroad were answered. Questions included the inevitable "buckshot" requests "for everything" concerning archives to such specific items as a statement of the difference, if any, between "Reading Room" and "Research Room," the number and kind of partitions required from the fire-safety standpoint, space allocations, and the like. The ranks of our foreign correspondents were increased by two newcomers, archivists of Ecuador and Mexico. Consultation was rendered on proposed plans for a new library with archival facilities for the University of Ceylon. Preliminary plans were prepared by the noted English architectural firm of Sir Patrick Abercrombie. K. D. Somadasa, of the

Ceylon institution, inspecting facilities in this country, called upon the chairman for further information.

The possibility of some building activity in Oklahoma was indicated by communications from Gaston Litton, who followed up by coming to Washington and inspecting our collection of plans deposited in the National Archives Library. It has also been heard that the Washington State Historical Society is planning a building program.

The number of inquiries relating to defence against bomb and fire increased notably. The Federal Civilian Defense Administration issued a 32-page pocket-size pamphlet in an original edition of 222,500 copies entitled, "Survival Under Atomic Attack." Over two million additional copies were sold by the Government Printing Office, and many others were distributed through private channels. In line with the trend, the main literary effort of the committee for the year was the chairman's article, "Records and Fire Protection," a bibliographical essay which appeared in the April 1951 issue of *The American Archivist*. This item, which summarizes publications in this field, proved unexpectedly popular, judging from comments received. During the year, some two dozen reprints of the chairman's article, "American Archival Architecture," were distributed, which brings the total domestic and foreign distribution to over one hundred and fifty copies. The annual summer lectures on stack equipment and space layout were given in conjunction with the course on archival administration conducted by Dr. Ernst Posner.

VICTOR GONDOS, JR., *Chairman*

REPORT OF THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES

This year the committee sent out over three hundred letters inquiring about the charters or plans of organization drawn up for archival programs in colleges and universities. It had replies from a hundred and sixty-two; and, from the information gathered, it plans to make an analysis of the varying concepts of the duties of the college archivist. It was found impracticable to publish the pamphlet proposed last year, but it is hoped that, in time, a full-fledged manual for college and university archivists can be written based on the accumulated experiences of those in this field.

DWIGHT H. WILSON, *Chairman*

[NOTE: Additional Society Reports will be published in the April Issue.]